

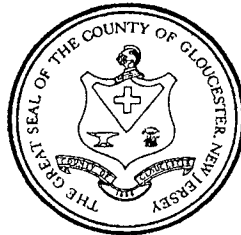
# **AGREEMENT**

**BETWEEN**

**THE GLOUCESTER COUNTY BOARD OF  
CHOSEN FREEHOLDERS, COUNTY CLERK,  
SURROGATE, AND SHERIFF**

**AND**

**THE COMMUNICATIONS WORKERS  
OF AMERICA, AFL-CIO**



**Local 1085  
Blue & White Collar, Supervisory, and Row Office Units**

**January 1, 2007 – December 31, 2011**

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## PREAMBLE

**T**HIS AGREEMENT is entered into by and between the GLOUCESTER COUNTY BOARD OF CHOSEN FREEHOLDERS, together with the COUNTY CLERK, SURROGATE, and SHERIFF of Gloucester County (which parties are referred to hereinafter as "the Employer"), and the COMMUNICATIONS WORKERS OF AMERICA, together with the Gloucester County Supervisory Unit thereof (hereinafter referred to as "the Union"), for the purpose of establishing wages, hours, benefits, and other terms and conditions of employment, together with procedures for the fair and amicable resolution of disputes and grievances pertaining thereto.

NOW, THEREFORE, in consideration of the mutual covenants and understandings expressed herein, the parties agree as follows.

## ARTICLE 1 RECOGNITION

**1.1. Bargaining Units.** The Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment for all full-time employees in the Blue and White Collar, Supervisory, and Row Office bargaining units, including craft employees, Mosquito Control employees, and investigators in the Medical Examiner's Office. Part-time employees in the above categories shall also be included, provided their work schedule consists of at least 10 hours per week on average, and provided further that such schedule has continued (or is intended to continue) for at least 26 weeks. Excluded from the aforementioned units are managerial executives, confidential, police, and fire employees, part-time employees who work less than 10 hours as defined above, and employees who are represented in other units, as well as temporary and interim employees other than those specified below.

**1.2. Temporary and Interim Employees.** The Employer may assign unit work to temporary employees outside the bargaining unit only if such temporary positions are to be filled for less than six months in any twelve-month period (regardless of hours worked) in order to address seasonal or other short-term needs as authorized under the Civil Service Act. If a temporary position exceeds six months, the employee shall be included in the appropriate bargaining unit. Interim appointees, as defined by the New Jersey Department of Personnel, shall be included in the appropriate bargaining unit upon filling a unit position for twelve consecutive months. Nothing herein shall be construed as excluding unit employees who are appointed to fill other unit positions on an interim basis.

**1.3. Work Program Participants.** Duties ordinarily performed by bargaining unit employees may be assigned to work experience or community service participants outside the unit under the following conditions only:

(a) Written notice shall be provided to the union at least 10 days before any participant begins work.

(b) The union shall be apprised of the nature of the work to be assigned.

(c) No such assignment shall be made or continued if the positions of employees who ordinarily perform such work have been reduced in number within the past 12 months or if any such positions remain unfilled for longer than three months.

1.4. **Use of Titles.** Whenever titles are used in this Agreement, they shall be understood to include the plural as well as the singular and to include males and females.

## **ARTICLE 2**

### **RESPONSIBLE UNION-EMPLOYER RELATIONSHIP**

2.1. **Mutual Dealings.** The Employer and the Union recognize that it is in the best interests of both parties, the employees, and the public that all dealings between them continue to be characterized by mutual responsibility and respect. To insure that this relationship continues and improves, the Employer and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accord with its intent and meaning and consistent with the Union's status as exclusive bargaining representative of all employees covered by this contract.

## **ARTICLE 3**

### **NON-DISCRIMINATION**

3.1. **Discrimination Prohibited.** In accordance with and to the extent of statute, no employee will be discriminated against on the basis of race, creed, color, national origin, sex, marital status, age, religious opinions or affiliation, handicaps, sexual or affectional orientation, or legal participation or non-participation in Union activities.

## **ARTICLE 4**

### **DEDUCTION OF UNION DUES AND REPRESENTATION FEES**

4.1. **Dues Checkoff.** The Employer agrees to make payroll deductions of Union dues when authorized to do so by the employee on the appropriate form. The amount of such deductions shall be certified to the Employer by the Secretary-Treasurer of the Union. The Employer shall remit the dues to the Union by the last day of the month following the calendar month in which such deductions are made (or earlier, if reasonably possible), together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the Local President. Dues deductions for employees in the bargaining unit(s) shall not be made for any other employee organization.

4.2. **Withdrawal of Dues Checkoff.** In the event any employee withdraws his or her authorization for dues deduction by notice to the County Treasurer, such dues shall be halted as of July 1 next following the date on which notice of withdrawal was filed, pursuant to N.J.S.A. 52:14-15.9e.

4.3. **Deduction of Representation Fees.** For all employees in the bargaining unit(s) who do not pay dues in accordance with Section 4.1 above, the Employer shall instead deduct a representation fee equal to a percentage of the appropriate dues as certified by the Union pursuant to L. 1979, C. 477.

4.4. **Demand-and-Return System.** The Union represents that it has established a demand-and-return system in accordance with law.

4.5. **Hold Harmless.** It is agreed that the Employer shall have no other obligation or liability, financial or otherwise (other than set forth herein), because of actions arising out of the under-

standings expressed in the language of this section. It is further understood that once the funds deducted are remitted to the Union, the disposition of such funds shall be the sole and exclusive responsibility of the Union. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice, or assignment furnished under this section.

## **ARTICLE 5 HOURS OF WORK**

**5.1. Maintenance of Working Hours.** The current hours of work, including meals, shift schedules, and breaks, and the days on which work is performed shall continue, except as may be provided otherwise by agreement of the parties. Full-time workweeks shall consist of 32.5, 35, or 40 hours, depending upon department and/or job classification.

(a) Shifts for maintenance repair employees in the Buildings & Grounds Department shall consist of 6 AM to 2 PM, 7 AM to 3 PM, and 8 AM to 4 PM.

(b) Notwithstanding the established shift schedules, individual employees may be permitted to select an alternative work schedule in order to accommodate family obligations or other documented hardships on a temporary basis, upon approval by the Director of Human Resources.

### **5.2. Part-Time Employees.**

(a) Part-time employees will be assigned to work a portion of the full-time workweek established for their job classification and department. In the case of regular part-time employees, work schedules will be fixed. Part-time employees who are employed on a per diem basis will have variable schedules, except that they may be guaranteed a minimum number of hours per week by the Employer. Those who are assigned work schedules which are intended to average at least 20 paid hours per week or who have actually averaged at least 20 paid hours per week over a period of 26 weeks will not be involuntarily reduced below this threshold.

(b) Employees in the title Investigator, County Medical Examiner's Office will work part-time, either on a regular, rotating schedule or on a per diem basis. There will be two types of regular, rotating schedules:

(1) 24-Hour Shifts. Investigators will be on call for seven consecutive 24-hour periods (beginning on a Monday morning), followed by two weeks off duty. While on call, Investigators will be responsible for responding to incidents throughout the day or night and will be considered the primary responders between 7:00 AM and 10:30 PM. Investigators may be required to complete investigations and perform ancillary duties as necessary during off-duty weeks.

(2) Night Shifts. Investigators will be on call during the night shift (from 10:30 PM to 7:00 AM), for seven consecutive nights (beginning on Monday), followed by one week off duty. While on call, Investigators will be considered the primary responders. Investigators may be required to complete investigations and perform ancillary duties as necessary during off-duty weeks.

**5.3. Scheduling Preference.** In cases where there is more than one work schedule for employees in a given title, preference shall be given according to seniority whenever feasible in the assignment or reassignment of employees to a work schedule. Except in case of emergency, an

employee who is involuntarily reassigned to a different work schedule shall be given two weeks' advance notice in writing.

**5.4. Compressed Workweeks Established.** A four-day compressed workweek for clerical employees in the Sheriff's Office will be continued. Employees in the County Superintendent of Schools Office shall also be permitted to work a four-day compressed workweek from mid-June to Labor Day. The Employer shall permit employees in other departments to work compressed workweeks where mutually agreeable.

**5.5. Conditions for Compressed Workweeks.** The use of compressed workweeks, where permitted, shall be subject to the following conditions:

(a) Schedule options shall be developed jointly by the Union and the Employer. Employees will be permitted to choose one of the approved schedule options, subject to the Employer's operational needs. Employees who wish to continue their regular five-day workweek shall not be affected.

(b) Each department will be responsible for coordinating schedules to accommodate employee preferences as much as possible. In the event of a conflict between employees, seniority will prevail. It is understood that employees participating in a compressed workweek will be responsible for helping to cover the work of fellow participants.

(c) Holidays and administrative leave days shall be counted as whole days, regardless of the number of hours in a given workday. If a holiday falls on an employee's scheduled day off, he or she will receive a substitute or "floating" holiday to be used within 60 days. Employees shall continue to receive the same amount of sick and vacation leave, in hours, as they would receive with a regular five-day workweek.

(d) Employees who choose a compressed workweek may revert to the regular five-day schedule upon giving notice to the department head, in which case the change will become effective as of the beginning of the next pay period. Employees may also request a change from one compressed schedule option to another. Such requests will be accommodated as much as possible provided they do not conflict with other employees' schedules or with the Employer's operational needs.

(e) As part of a compressed workweek plan for a specific department, individual employees may be required to revert temporarily to the normal five-day workweek, with prior written notice, in order to provide coverage while other employees are on sick or vacation leave for more than five consecutive days.

**5.6. Summer Schedules.** Summer work schedules shall be utilized between Memorial Day and Labor Day in the following areas:

Maintenance employees in the Parks & Recreation Department (excluding golf course employees but including the Mosquito Division): 6 AM-2:30 AM, with a half-hour lunch break.

Highway Department (40-hour employees): 6 AM-2:30 AM.

Motor Pool (Clayton Yard): 6 AM-2:30 AM.

Engineering Department (Sign Shop and Traffic Division): 6:30 AM-2:30 PM (7:30 AM-3:30 AM during the rest of the year), except as modified by the use of compressed workweek schedules.

Buildings & Grounds Department (day-shift building maintenance workers): 7 AM-3 AM and 8 AM-4 AM.

**5.7. Golf Course Closings.** In cases where the Pitman Golf Course is closed for a full day or longer, employees of the Golf Course may be furloughed during such closings. In lieu of furlough,

employees shall be permitted to utilize any vacation, administrative leave, or compensatory time off which is otherwise available.

**5.8. County Store Operations.** The following shifts will be utilized for employees of the County Clerk's Office who are assigned to work at the County Store:

- (a) 9 AM to 5 PM, Monday through Friday.
- (b) 10 AM to 6 PM, Monday through Friday.
- (c) 1 PM to 9 PM, Monday through Friday.
- (d) 9:30 AM to 5:30 PM on Saturdays.

Employees who work the above shifts will be entitled to a one-hour unpaid meal break and two 15-minute paid rest breaks during each shift. Employees who work from 9 AM to 5 PM or 10 AM to 6 PM may elect to forego the one-hour unpaid meal break, in which case the shift will end one hour early. Employees who work from 1 PM to 9 PM may likewise elect to forego the one-hour unpaid meal break, in which case the shift will begin one hour later.

## **ARTICLE 6 SALARIES AND WAGES**

**6.1. Salary Payments.** The present bi-weekly schedule of paydays shall remain unchanged. General salary increases shall be granted to all employees as follows:

(a) Effective January 1, 2007, each employee's salary shall be adjusted to the appropriate scale and step of Salary Schedule A (Appendix I), representing an increase of 3.3% over the employee's previous salary. Retroactive adjustments shall be made for all current employees and for all former employees who retired between January 1, 2007 and the ratification of this Agreement, along with former employees who terminated after the date of ratification. Such retroactive payment shall be made by separate paychecks, to be issued as soon as possible upon execution of this Agreement.

(b) Effective January 1, 2008, each employee's salary shall be adjusted to the respective scale and step of Schedule B, representing an increase of 3.5% over Schedule A.

(c) Effective January 1, 2009, each employee's salary shall be adjusted to the respective scale and step of Schedule C, representing an increase of 3.5% over Schedule B.

(d) Effective January 1, 2010, each employee's salary shall be adjusted to the respective scale and step of Schedule D, representing an increase of 3.5% over Schedule C.

(e) Effective January 1, 2011, each employee's salary shall be adjusted to the respective scale and step of Schedule E, representing an increase of 3.5% over Schedule D.

(f) Employees who exceed the top step of their respective salary scales shall receive the same percentage adjustments as provided to those on steps.

**6.2. Salary Ranges and Increments.** Each job classification shall be assigned a salary scale as shown in Appendix II or as otherwise agreed by the parties. The starting salary for each job classification shall be step 1 of the appropriate scale. Incremental or step increases shall be granted annually to all employees on steps 1 through 9 as of their established increment dates. Increment dates for new employees shall be the first day of the calendar quarter following the employee's anniversary of hire.



**6.3. Longevity Payments.** As of July 1 of each year, every employee whose salary has been at step 10 or above for one year or more shall be entitled to a lump-sum longevity payment as follows:

(a) For employees with less than 15 years' service, the longevity payment shall be equal to 3% of step 1 on the appropriate scale, as shown in Column A of the salary schedules in Appendix I.

(b) For employees with at least 15 years' service, the longevity payment shall be equal to 4% of step 1, as shown in Column B.

(c) Employees with at least 20 years' service will receive a longevity payment equal to 5% of step 1, as shown in Column C.

Longevity payments will be issued no later than July 15 of each year.

**6.4. Part-Time Salaries and Wages.** Part-time salaries or wages shall be calculated by using the hourly equivalent of the corresponding full-time salary figures.

**6.5. Promotional Adjustments.** Any employee promoted to a higher job classification shall be placed on the proper step of the salary schedule as follows:

(a) If promoted one scale, the employee will remain at the same step number.

(b) For every additional scale thereafter, the employee will move back one step.

(c) If the employee was at step 10 and would otherwise have been due a longevity payment within the next 12 months, he or she will be given one additional step on the new scale. In such case the employee will receive a longevity payment as previously scheduled only if the promotion does not exceed one scale.

(d) In addition to the above, if the promotion involves a change in the number of full-time working hours, the employee will receive a one-step increase if changing from 32.5 to 35 hours or from 35 to 40 hours. If the change is from 32.5 to 40 hours, the increase will be two steps. If there is a reduction in the number of working hours, there will be a corresponding decrease in the employee's step.

(e) In no case shall an employee be placed above the maximum step or below the minimum step.

**6.6. Demotional Adjustments.** Any employee demoted to a lower classification shall be placed on the proper step as follows: if demoted one scale, the employee will remain at the same step number; for each additional scale thereafter, the employee will move forward one step. In no case, however, shall an employee be placed above the maximum step or below the minimum step.

**6.7. Investigators (County Medical Examiner).** Investigators in the County Medical Examiner's Office will be paid as follows:

(a) Regularly-scheduled Investigators who are assigned to 24-hour shifts pursuant to Section 5.2(b)(1) of this Agreement will be paid a salary equal to 60 hours' pay every pay period.

(b) Regularly-scheduled Investigators who are assigned to the night shift pursuant to Section 5.2(b)(2) of this Agreement will be paid a salary equal to 40 hours' pay every pay period.

(c) For purposes of charging time off as well as paying substitute Investigators, the compensation for individual shifts shall be as follows:

(1) For every 24-hour shift, 12.9 hours of pay or leave time.

(2) For every night shift, 5.7 hours of pay or leave time.

(d) All other work not specified above shall be paid on an hourly basis.

(e) For purposes of determining weekly overtime, the workweek will be deemed to begin and end on Friday morning.

## **ARTICLE 7 CALL-IN AND STAND-BY PAY**

**7.1. Stand-by Duty.** Employees of the Highway, Engineering, and Health Departments, as well as the Animal Shelter, may be assigned stand-by duty, provided, however that such assignment is in writing. Employees when assigned to stand-by duty shall be provided with beepers and shall remain within beeper range so as to be immediately available for recall to work. Stand-by pay shall consist of one (1) hour of regular straight-time pay for every eight (8) hours of stand-by duty assignment or major fraction thereof.

**7.2. Minimum Call-In Pay.** Any employee who is called to work prior to his or her next scheduled work period shall be paid for not less than two hours of work plus one-half hour's pay for commuting time, unless the call-in immediately precedes the employee's normal workday. In those cases where the call-in is not contiguous to the regular shift, the employee shall be compensated for mileage to and from home only for the most direct round-trip route. Employees who are contacted while off-duty and perform work over the telephone only, without coming to the work site, shall be paid for not less than one-half hour of work for each call; provided, however, that a continuation of a previous call shall not count as an additional call.

**7.3. Beeper/Cell Phone Pay.** If an employee is expressly required in writing to carry a beeper or cell phone while off duty, he/she will be paid a stipend of \$25.00 per month.

## **ARTICLE 8 SHIFT DIFFERENTIAL**

**8.1. Hourly Rate.** An hourly shift differential shall be paid for any work performed on a shift which commences after 12:00 noon for employees of the County Store, Juvenile Detention Center, Parks & Recreation Department, Regional Communications Center, and Sheriff's Department, as well as Boiler Operators in the Buildings & Grounds Department. The amount of the shift differential shall be 90¢ per hour until January 1, 2010, at which time it will increase to \$1.00 per hour.

## **ARTICLE 9 OUT-OF-TITLE COMPENSATION**

**9.1. Pay for Out-of-Title Work.** Any employee in the bargaining unit who is temporarily assigned in writing to work in a higher job classification shall be paid for such time as if temporarily promoted in accordance with Section 6.5, commencing with the second consecutive day or the 6th aggregate work day in a calendar year. Employees of the Juvenile Detention Center and the County Store shall receive the higher pay beginning with the first day of out-of-title work. It is understood that no such assignment shall be made except in writing.

## **ARTICLE 10**

### **OVERTIME COMPENSATION**

**10.1. Compensation.** Employees shall be compensated for overtime as follows:

(a) Employees shall be paid at the rate of time-and-a-half for all time worked in excess of 40 hours in the workweek.

(b) Employees on a 32.5-hour workweek shall be compensated at straight time either in cash or compensatory time off, at the Employer's option, for the first 7.5 hours of overtime per week.

(c) Employees in positions that currently have a 35-hour workweek shall be paid at straight time for the first 5 hours of overtime per week. In lieu of cash, employees may elect compensatory time off if agreeable to the Employer.

(d) For purposes of computing overtime, the workweeks for dispatch employees in the Department of Emergency Response who work 12-hour shifts will begin and end at the mid-point of the employee's regularly-assigned shift which commences on Saturday.

**10.2. Time Counted as Worked.** Paid unworked time shall be counted as time worked for purposes of meeting the threshold for weekly overtime compensation set forth in Section 10.1. In addition, approved individual days of unpaid leave for Union business will also be considered as time worked for overtime purposes.

**10.3. Overtime Meal Payments.** Employees who are required to work overtime past 7:30 AM shall be entitled to dinner at the Employer's expense, provided the employee has been on duty (whether regular or overtime) for at least four (4) hours. The Employer shall also arrange for meals at intervals of no less than four (4) hours for employees on overtime duty, or as nearly thereto as possible. Meal allowances shall be as follows, unless a meal is provided by the Employer: \$6.50 for breakfast, \$7.50 for lunch, and \$12.00 for dinner.

**10.4. Distribution of Overtime.** Overtime work shall be offered as equitably as possible to employees in the appropriate job functions, utilizing a rotating overtime list whenever practicable. No employee shall be required to work overtime if other qualified employees in the appropriate job functions are available and willing to work. It is understood that the qualifications for performing the work are to be determined solely by the Employer, and where necessary all employees may be required to work a reasonable amount of overtime. Overtime records shall be made available to the Union upon reasonable request.

**10.5. Use of Compensatory Time Off.** Employees shall be responsible for using compensatory time off with reasonable promptness, by no later than the end of the calendar year in which it is earned. However, employees shall be permitted to carry over compensatory time off for any of the following reasons:

(a) The time was earned in the month of December;

(b) The employee was prevented from using his or her comp time because of the pressure of County business or because of approved absence from duty;

(c) The employee's comp time balance is less than one full working day.

Employees who fail to use their accumulated comp time by the end of the calendar year, unless for a reason as specified above, shall have such comp time scheduled for them at the convenience of the Employer. Employees who resign in good standing with a balance of unused comp time shall be paid at their regular straight-time rate of pay for such time. Official comp time records shall be made available for inspection by employees upon reasonable request.

## **ARTICLE 11**

### **TRAVEL EXPENSES**

**11.1. Mileage Reimbursement.** The Employer agrees to reimburse employees who are required to use their personal vehicles for work in accordance with the standard mileage rate for business purposes as periodically determined by the Internal Revenue Service. Expenses incurred for tolls and parking fees shall likewise be reimbursed.

**11.2. Meal Expenses.** In the event any employee is required to travel outside Gloucester County in the course of employment, he/she will be reimbursed for necessary meal expenses at a maximum rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Nothing herein shall preclude management from allowing a higher rate or including an in-county meal allowance at its sole discretion because of unusual circumstances.

**11.3. Claims for Travel Expenses.** Claims for reimbursement of travel expenses which total \$25 or more over the course of a month will be submitted for payment no later than the end of the following month. All travel expenses will be submitted before the end of the year in which they were incurred, except that expenses incurred in the month of December may be submitted by January 30 of the following year. Failure to submit a timely claim may result in denial of reimbursement.

## **ARTICLE 12**

### **UNIFORM ALLOWANCES AND TOOLS**

**12.1. Clothing Payments and Uniforms.** Clothing payments, as well as uniforms and specialized items of clothing, will be provided to employees as specified in Appendix III. Payments will be made prior to the second payday of the month shown. Employees will be responsible for the purchase and maintenance of their own work clothes, except where uniforms or laundry service are to be provided by the employer.

**12.2. Clothing Specifications.** Blue-collar employees in the Highway Division, Engineering Division, and Buildings & Grounds Department, together with blue-collar employees at the Pitman Golf Course other than Mechanics and Golf Rangers, may be required to wear work shirts in a solid blue color (or white in the case of supervisors). Juvenile Detention Officers may be required to wear black pants and shirts.

**12.3. Safety Shoes.** Where specified in Appendix III, employees will be entitled to reimbursement on an annual basis for the purchase of safety shoes to be used on the job, provided the shoes conform to applicable OSHA standards. Employees shall be required to present proof of purchase in order to receive reimbursement. The amount of reimbursement shall not exceed \$100 per employee annually, except where the nature of the work requires specialized footwear (such as electrically insulated work shoes).

**12.4. Tools.** Except for craft personnel who are required to furnish basic tools, the Employer will supply any tools required to be used on the job. Employees shall be responsible for maintenance and retention of issued tools.

**12.5. Reimbursement for Tools.** For all craft employees who are required to furnish their own tools on the job, the County will replace or pay the actual value of any tools which may be broken, stolen, or destroyed as a result of use on the job, up to a maximum of \$1,500 (\$25,000 for automobile or golf course mechanics) less a deductible of \$100 per year. The County will not be responsible for replacing tools which are mislaid by employees. Employees may be required to

furnish an inventory of all personally owned tools which are kept on County premises, to be verified by the appropriate supervisor or department head.

## **ARTICLE 13 EDUCATION AND TRAINING**

**13.1. Tuition and Fees.** The Employer will reimburse employees for tuition and regular registration fees upon satisfactory completion of courses or seminars leading to advancement or improvement of skills in the employee's field or to maintain required licensure or certification, as determined by the Employer. The maximum reimbursement for each employee shall be \$900 per year. Eligibility will be limited to employees who are regularly scheduled to work an average of at least 30 hours per week.

**13.2. Submission of Requests.** Requests for educational assistance shall be submitted to the Employer at least one month prior to enrollment whenever possible. The Employer will make every effort to respond within one month of the request, but in no event will be liable for any expenses incurred by an employee that have not been approved.

**13.3. Payment for Additional Certifications.** Whenever an employee obtains any certification or license at the request of the Employer, over and above the minimum legal requirements of the job, the Employer shall pay the applicable fee for such certification or license, including renewal fees.

**13.4. Time Off for Supervisors.** Employees in the Supervisory Unit will be permitted to take five days off per year, without loss of pay, to participate in courses or seminars as described in Section 13.1 during the work day.

**13.5. Training Costs.** All necessary costs incurred for purposes of training required by the Employer will be paid by the Employer.

## **ARTICLE 14 HEALTH BENEFITS**

**14.1. Health Insurance.** The Employer shall continue the following insurance for each eligible employee and his or her dependents, including civil union partners:

(a) *Medical.* Employees may choose either of the current Patriot V or Patriot X point-of-service plans. Effective February 1, 2008, the Choice PPO will be discontinued.

(b) *Vision care.* It is understood that this shall remain a separate policy providing coverage in addition to the vision care coverage provided under the Employer's medical plans. Allowances for the following items shall be as indicated: examination, \$30; frames, \$20; single vision lenses, \$30; bifocal lenses, \$40; trifocal lenses, \$50; lenticular lenses, \$100; contact lenses, \$200.

(c) *Prescription.* The employee co-pay will be \$5.00 for each generic prescription, \$10.00 for each name-brand prescription and \$20.00 for "third-tier," non-preferred drugs. Syringes and contraceptives will be covered by the plan. Generic substitution will be mandatory whenever available, unless the physician specifies a brand-name only.

For purposes of this section, eligible employees are understood to be all full-time employees and all part-time employees who are regularly scheduled to work an average of at least 30 hours per week; provided, however, that employees hired prior to September 1, 2007 who are regularly scheduled to work an average of at least 20 but less than 30 hours per week will continue to be eligible.

**14.2. Premium-Sharing.** Employees hired on or after February 1, 2008 who elect the Patriot X medical plan will be required to contribute toward the premium cost according to their coverage option as follows:

(a) Employee Only—\$10 per month; Parent/Child—\$20 per month; Employee/Spouse—\$30 per month; Family—\$40 per month.

(b) Contributions will be made by payroll deduction on a pre-tax basis pursuant to a plan adopted under Section 125 of the Internal Revenue Code.

**14.3. Temporary Disability Benefits.** The Employer agrees to provide disability coverage to all eligible employees under the State Temporary Disability Benefits Law. Coverage will be financed by employer-employee contributions as required by law.

**14.4. Dental Insurance.** The Employer shall continue to provide dental insurance for employees in accordance with the current indemnity plan. The same coverage shall be offered for dependants of employees. Employees who elect dependent coverage shall contribute \$17.50 per month for two-party coverage and \$37.50 per month for three-party (family) coverage, by means of payroll deductions. All deductions for employee contributions shall be made on a pre-tax basis in accordance with a cafeteria plan authorized under Section 125 of the Internal Revenue Code. No employee contribution shall be required for one-party coverage. There shall be no deductible for any of the services provided under the plan. As an alternative to the indemnity plan, the Employer shall continue to offer coverage through a dental plan organization, in accordance with the existing terms. Employees who elect to enroll in the dental plan organization may also enroll their dependents. However, in no case shall the Employer be required to pay a higher monthly premium for any such employee than it would have paid for the corresponding coverage under the indemnity plan. Any premium costs incurred by an employee in excess of the indemnity plan rates will be paid by the employee through payroll deductions on a pre-tax basis, as authorized by Section 125 of the Internal Revenue Code. Open enrollment periods for the dental plans shall be in July of each year, for coverage beginning September 1.

**14.5. Continuation of Coverage.** Employees who terminate their employment or begin unpaid leaves of absence after the fifth day of the month shall have their health benefits continued by the Employer for one calendar month following the month in which the leave begins. Employees on approved leaves of absence may continue coverage thereafter at their own expense by paying the applicable premium charges to the employer four (4) weeks in advance of the coverage month.

**14.6. Post-Retirement Coverage.** Insurance coverage will be provided to retirees as follows:

(a) The Employer shall continue medical coverage for employees who retire on pension with at least twenty-five (25) years or more of credited service in the Public Employees' Retirement System, together with their dependents. In addition, coverage shall be continued for all employees who retire through PERS on a disability pension, together with their dependents.

(b) The Employer will provide for continuation of prescription benefits to all employees who retire with at least twenty-five (25) years of credited service in the Public Employees' Retirement System, including at least seven years of service with the County. Such coverage shall be limited to employee and spouse only.

**14.7. Change of Insurance Carrier.** The Employer reserves the right to change insurance carriers or plans so long as the benefits to be provided are substantially equivalent to those of the existing plan(s).

**14.8. Waiver of Benefits.** In January of each year, employees who are enrolled in the medical or prescription plans pursuant to Section 14.1 may elect to waive either or both coverages, subject to the following provisions:

(a) Employees will be permitted to waive employer-provided medical coverage only upon furnishing proof of other medical coverage through a spouse's employer or other source. The terms of such other coverage should be the same or better than the coverage offered by the Employer.

(b) Employees who waive medical or prescription coverage shall receive a monthly payment in lieu of insurance, depending upon the type of coverage for which they are otherwise eligible, as set forth below:

Employee-only medical: \$100 per month  
Parent/child medical: \$150 per month  
Husband/wife medical: \$175 per month  
Family medical: \$250 per month  
Employee-only prescription: \$25 per month  
Family prescription: \$50 per month

(c) Waivers of coverage shall remain in effect unless the employee elects to re-enroll during a subsequent open enrollment period or unless the employee loses his or her alternative coverage (as, for example, by termination of a spouse's employment). An employee who re-enrolls because of a loss of alternative coverage shall resume coverage under the Employer's plan within sixty (60) days after giving notice or as soon thereafter as is permitted under the insurance then in effect.

(d) Waivers of coverage will take effect February 1 following the employee's election. Payments will commence by the end of February and will continue thereafter on a regular basis each month while the waiver of coverage remains in effect.

(e) In case of a change in dependent status, employees who have waived their health benefits will have their monthly payments adjusted to reflect the appropriate category as set forth in subsection (b) above, beginning with the month following the change in status.

(f) Employees who have waived coverage but plan to apply for post-retirement medical or prescription coverage pursuant to Section 14.6 must be re-enrolled in the respective plans prior to retirement.

**14.9. Flexible Spending Accounts.** The Employer will offer a plan by which employees may set aside a portion of their salaries in the form of flexible spending accounts, pursuant to Section 125 of the Internal Revenue Code, for payment of unreimbursed medical or dependent care expenses. The terms of the plan will be subject to the approval of both the Union and the Employer.

## **ARTICLE 15**

### **CREDIT UNION CHECKOFF**

**15.1. Credit Union.** The Employer agrees to make payroll deductions for any employee, upon written request, to be paid to an appropriate credit union as authorized by N.J.S.A. 40A:9-17.

## **ARTICLE 16 VACATION**

**16.1. Vacation Accrual.** All full-time employees shall be credited with vacation leave based on years of continuous service to the Employer as follows:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) working day of vacation; all others hired prior to the 24th day of the month will earn one-half (½) working day of vacation. During the remainder of the first calendar year, each employee will earn one (1) additional working day of vacation for each additional full month of employment.

(b) Beginning with the second calendar year of employment, employees will be entitled to twelve (12) working days of vacation.

(c) Beginning with the year in which their 5th anniversary falls, employees will be entitled to fifteen (15) working days of vacation.

(d) Beginning with the year in which their 12th anniversary falls, employees will be entitled to twenty (20) working days of vacation.

(e) Beginning with the year in which their 20th anniversary falls, employees will be entitled to twenty-five (25) working days of vacation.

**16.2. Incremental Use and Pro-ration for Part-Time Employees.** Vacation leave may be used in increments of one-half hour. Annual allowances for part-time employees will be pro-rated.

**16.3. Vacation Carryover.** Employees shall be permitted to carry over eight vacation days or fewer from one calendar year to the next, at their option. Additional days may be carried over only if such additional leave was not taken by reason of the pressure of County business. All vacation leave carried over must be used in the succeeding calendar year.

**16.4. Payment upon Termination of Employment.** Upon the death of an employee, any earned vacation leave not used shall be calculated and paid to the estate. An employee retiring, or otherwise separating, shall be entitled to a pro-rata allowance for the current year in which the separation or retirement becomes effective. Any vacation leave which may have been carried over from the previous year will be included.

**16.5. Scheduling of Vacation.** The Employer shall provide a window period from January 1 through February 15, during which employees may (but shall not be required to) submit requests for vacation leave during the balance of the year. If, at the end of the window period, there is a conflict regarding the choice of available vacation days, employees who have submitted their requests during the window period shall be given preference according to seniority; provided, however, that in case of a tie in seniority, preference will be given to those requests which are submitted first. In case of a scheduling conflict which arises outside the window period, preference will be given to those requests which are submitted first; provided, however, that if two or more requests are submitted simultaneously, seniority shall prevail. If two or more requests are submitted simultaneously and there is a tie in seniority, preference will be determined according to employee ID number. If an employee believes he or she has been unfairly disadvantaged by exercise of the foregoing preferences, the matter will be referred for final resolution by a joint union-management committee established by the parties. It is understood in all cases that the scheduling of vacations must be approved by management and that approval shall be subject to legitimate operational needs.



## ARTICLE 17 HOLIDAYS

**17.1. Specified Holidays.** There shall be a minimum of fourteen (14) holidays per year in accordance with the schedule below:

New Year's Day	Independence Day	Thanksgiving Day
King's Birthday	Labor Day	Day after Thanksgiving
Washington's Birthday	Columbus Day	Christmas Day
Good Friday	Election Day	Personal Holiday
Memorial Day	Veterans' Day	

Employees shall be permitted to take their Personal Holiday in the same manner as administrative leave. Additional holidays shall be granted as legally mandated or by determination of the Employer. Holidays that fall on Saturday shall be observed on Friday, and holidays that fall on Sunday shall be observed on Monday. For purposes of determining which shifts fall on a holiday, it is understood that holidays include the night shift on the eve of the holiday but do not include the night shift which begins on the holiday itself.

**17.2. Holiday Pay Status.** To be eligible for holiday pay, an employee must be on active pay status and must have received payment for his last scheduled day before and first scheduled day after the holiday, or the employee must be on an unpaid Union leave.

**17.3. Holiday Compensation.** When a holiday falls on an employee's regularly scheduled work day, the employee will receive his or her normal day's pay for the holiday. If the holiday falls on a day which is not part of the employee's regular work schedule, the employee will receive a substitute day off which he or she may use within 60 calendar days, subject to normal scheduling approval by the Employer.

(a) In lieu of a substitute day off, cooks and nurses in the County Jail and investigators in the County Medical Examiner's Office will receive the equivalent of one day's pay for any holiday falling on the employee's regular day off. Employees in the Public Safety Telecommunicator series may opt to receive payment in lieu of a substitute day off at any time prior to actually utilizing the day off.

(b) Notwithstanding the 60-day limit above, employees of the Pitman Golf Course shall be permitted to use substitute holidays any time in the same calendar year.

**17.4. Compensation for Holiday Work.** Work performed on any of the holidays designated in Section 17.1 shall be compensated as follows, which shall be in addition to the holiday compensation required by Section 17.3:

(a) Employees who work on a premium holiday (New Year's Day, Independence Day, Thanksgiving, and Christmas Day) will be paid for the hours worked at the rate of time-and-a-half. For purposes of this subsection, premium holidays will be deemed to fall on the days normally celebrated, regardless of whether these days are Saturdays or Sundays.

(b) Work performed on all other (non-premium) holidays shall be compensated at straight-time in the form of compensatory time off; provided, however, that cooks and nurses in the County Jail, Emergency Medical Technicians, and employees at the County Store will be compensated in the form of pay.

## **ARTICLE 18 SICK LEAVE**

**18.1. Sick Leave Accrual.** All full-time employees shall be entitled to paid sick leave as follows:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) sick day; all others hired prior to the 24th day of the month will earn one-half (½) sick day.

(b) During the remainder of the first calendar year, each employee will earn one (1) sick day for each additional month of employment.

(c) Thereafter, each employee will be credited with 15 sick days at the beginning of each calendar year in anticipation of continued employment, to be earned at the rate of one and one-quarter (1¼) days per month. Unused sick leave shall accumulate to the employee's credit from year to year. If an employee resigns or otherwise separates from employment, he or she will be liable for any paid sick leave which has been used in excess of the pro-rata entitlement for the year.

Sick leave for part-time employees shall be pro-rated.

**18.2. Use of Sick Leave.** Sick leave may be used in whole days or in increments of one-half hour, at the employee's regular rate of pay, in case of personal illness, accident, exposure to contagious disease, or on a short-term basis to care for a member of the employee's immediate family who is seriously ill. "Immediate family" shall consist of father, mother, step-father, step-mother, father-in-law, mother-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, legal ward or legal guardian, and any relative or domestic partner of the employee residing in the employee's household.

**18.3. Reporting of Absence on Sick Leave.**

(a) If an employee is absent for reasons that entitle the employee to sick leave, the appropriate supervisor shall be notified promptly as of the employee's usual reporting time, except that Boiler Operators and employees at the Juvenile Detention Center and Communications Center must give notice one hour prior to the usual starting time. Employees at the County Store will be required to give two hours' notice. Failure to give the required notice shall be excused only for good cause.

(b) Failure by the employee without sufficient cause to give the required notice may result in denial of sick leave for absence and constitute cause for disciplinary action.

(c) Absence without notice for five (5) consecutive days shall constitute a resignation.

**18.4. Medical Verification.** Should medical evidence be required under the circumstances to verify illness for purposes of granting sick leave, the employee shall be given timely notice on a case-by-case basis. Although failure to produce medical verification shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of sick leave. Abuse of sick leave shall be cause for disciplinary action.

**18.5. Substitution of Sick Leave.** In the event an employee requires sick or bereavement leave while on an approved vacation or administrative leave, the employee shall be permitted to substitute such leave accordingly with appropriate verification.

**18.6. Sick Leave Donation.** Any employee who has suffered from a catastrophic illness or injury may receive sick leave voluntarily donated by fellow employees, subject to the following conditions:

(a) A catastrophic illness or injury shall be understood as a condition which requires a period of treatment or recuperation, as a result of which the employee has been unable to work for at least two months or is expected to be out of work for at least two months based on medical prognosis.

(b) An employee will be eligible to receive up to 90 days of donated sick leave, provided he or she has exhausted all accrued sick, vacation, and administrative leave.

(c) An employee may donate up to 5 sick days to another employee provided he or she retains a balance of at least 40 sick days. An employee may donate up to 10 days provided he or she retains a balance of 80 days, or up to 15 days with a balance of 120 days.

(d) Any donated sick days that remain unused by the recipient upon his or her return to work will be restored to the donor employees on a pro-rated basis.

(e) No employee shall be subject to coercion of any kind in connection with the donation of sick leave. Donations will be strictly confidential.

**18.7. Buyback of Sick Leave.** Any eligible employee with a sick leave balance in excess of 250 hours at the end of a calendar year may elect to cash out one-half of the excess, not to exceed 40 hours. This option must be exercised during the month of January in the succeeding year. Eligible employees shall be those who are employed in a job function that normally has weekend hours. If the employee and others performing the same function have a regular Monday-Friday workweek, the employee will not be deemed eligible.

## **ARTICLE 19 MISCELLANEOUS PAID LEAVE**

**19.1. Administrative Leave.** Employees shall be allowed two (2) days off with pay annually for personal business, except that employees hired on or after July 1 shall be entitled to only one (1) administrative leave day in the first year of service. In addition, part-time employees who ordinarily work fewer than five days per week shall be entitled to only one administrative leave day per year. Except in cases of emergency, requests for administrative leave shall be submitted at least two (2) working days in advance to the appropriate department head. It is understood that in order to maintain sufficient service levels, management reserves the right to deny a request for administrative leave if services would be interrupted, hindered, or obstructed.

**19.2. Emergency Excusals.** In case of adverse weather or other emergency, the Employer may, at its discretion, excuse the employees from work without loss of pay.

(a) Employees who are required to work on such days while the rest of the work force is excused shall receive straight-time compensatory time off or cash at the option of the Employer for the time worked. Employees who are on leave or scheduled off in such cases shall not be entitled to any additional compensation as a result of emergency excusals.

(b) Employees who are not excused from work but are nonetheless prevented from getting to the job because of emergency conditions shall be permitted to use administrative leave, vacation, or compensatory time off, unless the Employer offers transportation to and from the job.

**19.3. Jury Duty.** Employees who are summoned for jury duty shall be excused from work without loss of pay for such time as may be needed. In the case of shift workers, paid time off shall

be granted for the shift immediately preceding or immediately following the affected day shift. If an employee is dismissed from jury duty before the end of his or her shift, the employee shall be expected to return to work, unless expressly excused by the appropriate supervisor or department head. An employee who is excused from work shall be required to turn over to the Employer any per diem fee received for jury duty.

#### **19.4. Disability Leave.**

(a) In case of disability due to illness or injury as a result of, or arising from, an employee's job, the Employer shall provide paid disability leave as follows:

- (1) Two (2) weeks at 100% of base pay;
- (2) Twenty-four (24) weeks at 85% of base pay.

Employees shall not be required to use their regular sick leave in such cases, provided the insurance carrier has determined that the disability is job-related. In the event the employee receives periodic Workers' Compensation benefits, disability leave payments will be offset or reduced correspondingly to prevent duplication. After twenty-six (26) weeks of paid disability leave, employees who are so entitled will receive state-mandated Workers' Compensation benefits only.

(b) While on paid disability leave, the employee will accrue vacation and sick leave and will be covered by the health insurance provisions of this Agreement. In no event, however, shall the employee be entitled in any calendar year to more than fifty-two (52) weeks of paid leave inclusive of sick and vacation time. The employee will accrue clothing allowance on a pro-rated basis for the time actually worked during the year.

(c) Employees will be permitted time off without loss of pay for doctor's visits or therapy during the workday in connection with any compensable illness or injury.

#### **19.5. Bereavement Leave.**

(a) Employees covered under this Agreement shall suffer no loss of regular straight-time pay for absence due to death in the immediate family, up to a maximum of four (4) days annually.

(b) For purposes of this section, "immediate family" shall include the following relatives of the employee or the employee's spouse or domestic partner: father, mother, step-father, step-mother, grandmother, grandfather, grandchild, spouse, child, foster child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, first cousin, aunt, and uncle. In addition, "immediate family" shall include any relative or domestic partner of the employee residing in the employee's household.

(c) Sick leave may be utilized for bereavement in excess of the bereavement leave provided for in this section.

(d) Reasonable documentation of a death in the employee's immediate family should be produced by the employee if requested by the Employer. Although failure to produce documentation shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of bereavement leave.

## **ARTICLE 20 UNPAID LEAVES OF ABSENCE**

**20.1. Requests for Leave.** Upon request, an employee may be granted a leave of absence without pay for up to six months where necessary for medical reasons, maternity or paternity, or for other reasons satisfactory to the Employer. Such leave may be extended for an additional six months

where circumstances warrant. Requests for leave shall not be unreasonably denied. Upon returning from an approved leave, an employee shall be restored to his or her previous position or to an equivalent position.

(a) An employee requesting medical leave will be required to provide a medical certification explaining why leave is needed.

(b) Requests for leave shall be made at least two weeks in advance whenever possible. If two weeks' notice is not possible, the employee shall give notice as soon as practicable. Except in cases of emergency, requests shall be in writing. The Employer shall respond promptly in writing as well.

(c) When requesting leave, an employee shall specify the starting date and the anticipated date of return in so far as possible. If there is to be a change in the return date, the employee will be responsible for notifying the Employer with reasonable promptness, but in no event less than two working days prior to the new return date, unless notice is waived by the Employer.

(d) Before returning to work, employees who are on leave because of their own illness or injury may be required to submit a certification from their health care provider verifying that they are able to resume working. Notice of this requirement will be given to each affected employee sufficiently in advance of the anticipated return date.

**20.2. Pregnancy Leave.** Disability due to pregnancy shall be considered as any other disability in accordance with Federal law.

**20.3. Family and Medical Leave.** All applicable requirements of the state Family Leave Act and the federal Family and Medical Leave Act shall be followed with respect to employees who request leave for the following purposes:

- (a) childbirth;
- (b) care of a newborn child, a newly adopted child, or a newly placed foster child;
- (c) care of a parent, child or spouse with a serious health condition; or
- (d) a serious health condition on the part of the employee.

In accordance with the FMLA, employees with at least one year of service who have worked for the Employer at least 1,250 hours in the preceding 12 months (1,000 hours under the FLA) are entitled to 12 weeks of qualifying leave during a 12-month period (24-month period under the FLA). An employee's 12-month leave period shall be measured beginning with his or her first day of FMLA leave. Paid leave time will count as time worked for purposes of meeting the hours-of-work threshold. However, paid vacation, administrative, or compensatory time off shall not be counted against an employee's 12-week FMLA or FLA entitlement, regardless of whether such leave is used for an otherwise qualifying reason.

**20.4. Continuation of Health Benefits.** Any employee taking an unpaid leave of absence shall be permitted to continue his/her health benefit coverage after employer-paid coverage ends by paying the monthly premiums prior to the coverage month. In addition, an eligible employee who takes leave qualifying under the state Family Leave Act or the federal Family and Medical Act shall have coverage continued by the Employer during such leave.

## **ARTICLE 21 UNION LEAVE**

**21.1. Leave for Union Activities.** The Employer agrees to allow a total of 250 days aggregate unpaid leave annually for all employees of the County Freeholder Board and Row Officers who are

represented by the Union to participate in Union activities. Such days may be utilized in one-half day increments. If, however, the Local President is a member of the bargaining unit(s) covered by this Agreement, the Employer agrees to allow seventy-five (75) unpaid days, to be used either for training activities or by the Local President at his or her discretion. Requests for Union leave shall be applied for by the Local President. All requests for Union leave must be submitted at least two (2) working days in advance to the appropriate department head. Waiver of the notice requirement may be granted.

**21.2. Leave for Union Office.** On request, the Employer shall allow six months unpaid leave for the Local President and one other employee to work in an elective or appointed Union position, provided the request is made at least twenty-one (21) days in advance. Such leaves shall be renewable for an additional six months, with the same notice requirement. Upon the expiration of such leave, full benefits shall be restored to the affected employees.

**21.3. Release Time for Meetings with Management.** No Union representative shall suffer a loss in pay while attending any jointly agreed Union-Employer meeting, or for reasonable travel time to and from such meetings. It is understood that such joint meeting and travel time is considered work time. This section is not intended to include time other than the regularly scheduled base work day.

## **ARTICLE 22**

### **GRIEVANCE PROCEDURE**

**22.1. Purpose.** The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment, consistent with applicable laws, regulations, contractual obligations, operational requirements, and standards of fairness. Nothing herein shall be construed as preventing an employee with a grievance from discussing the matter informally with any appropriate supervisor.

**22.2. Definition.** The term "grievance" as used herein shall mean an appeal of the interpretation, application, or violation of applicable written policies, written agreements, or administrative decisions affecting the terms and conditions of employment.

**22.3. General Provisions.**

(a) *Election of remedies.* In the event a dispute is appealed to the State Merit System Board, Division on Civil Rights, court, or other forum provided by law, the appellant (i.e., employee and/or Union) shall not be entitled to pursue the matter to arbitration by means of the grievance procedure set forth herein.

(b) Formal grievances shall be presented through the Union, and an aggrieved employee shall be represented at all stages of the grievance procedure by a steward or other designated Union representative. Notwithstanding this provision, if the Union declines to present a grievance on behalf of an employee, the employee may present the grievance himself or herself at the lowest applicable level of the grievance procedure.

(c) A grievance must be filed within 21 calendar days after the occurrence giving rise to the grievance. Failure to file or advance a grievance within the prescribed time limits shall constitute forfeiture. However, time limits for filing or responding to grievances at any step may be extended by consent of the parties.

(d) Union representatives shall be afforded reasonable opportunity to investigate and process grievances during working hours without loss of regular straight-time pay, provided that permission

is obtained in advance from the appropriate department head or his/her designee if this should require the union representative to be absent from the job or to be otherwise relieved of his or her regular responsibilities for a temporary period.

(e) Grievances shall be initiated at the lowest step of the grievance procedure in which the management representative has authority to adjust the matter. Steps may also be waived in appropriate circumstances by agreement of the parties.

(f) Grievances processed through the steps of the grievance procedure as provided herein shall be in writing and signed by the grievant or Union representative. Responses shall also be in writing.

#### **22.4. Steps.**

*Step 1.* The grievance shall be taken to the appropriate department head or designee, who shall make an effort to resolve the problem and respond within seven (7) calendar days.

*Step 2.* If not resolved at the previous level, the grievance may be submitted within fourteen (14) calendar days after receipt of management's response to the Personnel Director, who shall render a decision in writing within fourteen (14) calendar days thereafter. If requested, an informal conference will be provided prior to the decision of the Personnel Director or his designee.

*Step 3.* If the Union is not satisfied with the decision of the Personnel Director, the matter may be appealed to the Board of Freeholders within fourteen (14) calendar days after receipt by filing the grievance with the Freeholder Director. The Freeholder Director shall consider the matter and render a written decision on behalf of the Board within twenty-one (21) calendar days. If a hearing is requested at this Step, the Freeholder Director may designate himself or the County Administrator, County Counsel, or other designee to conduct the hearing, which shall be held prior to the Freeholder Director's decision. If the Union objects to the Director's decision, it may request the full Board to review the decision by filing notice to the Clerk of the Board within fourteen (14) calendar days after receipt. The Board may then consider the matter as a body, but shall not be required to do so unless so moved by one or more members of the Board. If no action is taken by the Board to reject or modify the Director's decision within twenty-one (21) calendar days, the decision shall stand.

*Step 4.* If the Union is not satisfied with the response to the grievance at the preceding step, either by the Freeholder Director or by the full Board, demand for arbitration may be made by the Union to the Public Employment Relations Commission within thirty (30) calendar days thereafter. Unless agreed otherwise by the parties, the arbitrator shall be selected pursuant to the procedures of the Public Employment Relations Commission.

(a) Arbitration shall be limited to grievances based upon the interpretation, application, or violation of an express provision of this Agreement. A disciplinary grievance involving discharge or suspension, fine or demotion equivalent to three (3) days or more may be submitted to binding arbitration except where pre-empted by a statutory right of appeal to the New Jersey Merit System Board. If the grievance involves suspension of less than three days, it may be submitted to advisory arbitration or may be pursued in such other legal forum as may be available; provided, however, that if an employee receives a second suspension of less than three days in the same calendar year, the second suspension will be subject to binding arbitration.

(b) The arbitrator shall not add to, subtract from, or modify the terms of this Agreement.

(c) No more than one grievance or issue may be submitted to a single arbitrator unless otherwise agreed to in writing by the parties.

(d) It is understood that arbitration is limited to the four corners of the Agreement and the arbitrator is not to consider any past practice precedent.

(e) The arbitrator shall issue an award in writing to the parties, which shall be final and binding.

(f) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the County and the Union. Any other expenses shall be paid by the party incurring them.

**22.5. Row Offices.** Employees of the County Clerk, Surrogate, and Sheriff shall follow the grievance procedure set forth above, with the following exceptions:

(a) Grievances at step 1 shall be presented to the Deputy County Clerk, Undersheriff, or Deputy Surrogate (or their designees) as appropriate.

(b) Grievances at step 2 shall be presented to the County Clerk, Surrogate, or Sheriff (or their designees) as appropriate.

(c) Step 3 shall not apply except where the County Clerk, Surrogate, or Sheriff expressly defers to the Board of Freeholders with respect to the grievance.

## **ARTICLE 23 DISCIPLINARY ACTIONS**

**23.1. Just Cause.** All disciplinary actions shall be for just cause. Penalties for misconduct may consist of written reprimands, suspensions, fines, demotions, or discharge. It is understood that demotions or discharges resulting from layoffs or Department of Personnel bumping procedures are not to be considered disciplinary actions. Except in extreme cases of misconduct, discipline shall be intended as corrective and shall be progressive in nature.

**23.2. Disciplinary Charges.** Employees are obligated to comply conscientiously with all rules and regulations of the Employer, provided such rules do not conflict with the express provisions of this Agreement and are not otherwise unlawful or improper. Employees may be disciplined for incompetence, inefficiency, or failure to perform assigned duties; insubordination; inability to perform assigned duties; chronic or excessive absenteeism or lateness; conviction of a crime; conduct unbecoming a public employee; neglect of duty; misuse of public property; discrimination in regard to equal employment opportunity, including sexual harassment; and other sufficient cause.

**23.3. Union Representation at Hearings.** An employee is entitled to have Union-appointed representation at any disciplinary hearing. Employees who are required as witnesses at such hearings, as well as the union representative, shall suffer no loss of regular straight-time pay, provided every effort is made to keep the loss of working time to a minimum.

**23.4. Weingarten Rights.** An employee who reasonably believes that he or she may be subject to disciplinary action in connection with any questioning by the Employer, shall be entitled to have a Union representative present during such questioning. This shall not apply to interviews which are intended only to provide counseling, information, or instruction.

**23.5. Time Limit for Requesting Departmental Hearings.** Any employee who receives a preliminary notice of major disciplinary action pursuant to Department of Personnel rules shall be allowed ten days in which to request a departmental hearing.

**23.6. Limitations on Drug and Alcohol Testing.** Employees shall be subject to drug or alcohol testing only as required by law and in accordance with procedures prescribed by state or federal agencies. Whenever an employee is suspended, required to take a leave of absence, or otherwise relieved of regular duties because of a violation of alcohol or drug rules, the Employer shall



insure that the employee is referred within five days to an appropriate substance abuse professional for evaluation.

## **ARTICLE 24 PERSONNEL RECORDS**

**24.1. Personnel Records and Notices.** Upon reasonable prior request, the official personnel records of any employee shall be open to the inspection of the employee. Copies of the contents shall be available upon request; any reproduction costs shall be paid by the employee. Any employee who is appointed to a new title or receives a promotion will be given written notice of such new title or promotion, with the effective date thereof.

**24.2. Disciplinary Records.** An employee will be given a copy of any disciplinary document which is placed in the employee's official personnel file.

**24.3. Furnishing of Personnel Information to the Union.** The Employer will furnish to the Union on a monthly basis a listing of all new hires, terminations, title changes, out-of-title assignments, and transfers from one department to another within the bargaining unit(s). Upon reasonable prior request, the Employer will also furnish to the Union a list of home addresses for employees represented by the Union.

## **ARTICLE 25 SENIORITY AND BREAKS IN SERVICE**

**25.1. Resignations.** Employees who resign will give two weeks' notice, except that the Employer may consent to shorter notice if circumstances reasonably prevent the employee from giving the required notice. An employee may be permitted to rescind his or her resignation for good cause within seventy-two (72) hours after submission.

**25.2. Seniority Defined.** Seniority will be defined as length of employment for the same jurisdiction, beginning with the employee's date of hire, without actual interruption due to resignation, retirement, or removal. Employees who resign in good standing and are subsequently rehired within sixty (60) days will be considered to have no interruption in continuous service.

## **ARTICLE 26 JOB OPENINGS**

**26.1. Posting.** All job openings shall be posted on an appropriate bulletin board for a period of at least five (5) working days prior to filling such opening. However, such posting shall not be required in the case of regular appointments to be made from certifications issued by the New Jersey Department of Personnel. Employees may apply for posted positions within the five (5) working days. Nothing herein shall restrict the Employer's right to assign work on an interim basis.

**26.2. Promotional Criteria.** The Employer reserves sole determination to make promotional appointments. In all instances, the employees promoted must possess the skill, knowledge, and potential ability to learn the job within a reasonable period of time, to be determined by the

Employer. When qualifications are substantially equal, the Employer will consider seniority before making the appointment.

## **ARTICLE 27 LAYOFFS**

**27.1. Notice of Layoffs.** The Employer agrees that the Union shall be given advance written notification if lay-offs are anticipated, stating the reasons for such action. Lay-offs shall be in accordance with Department of Personnel rules and regulations, where applicable.

**27.2. Rights of Provisional and Unclassified Employees.** Provisional and unclassified employees who have been employed for more than ninety (90) days shall be entitled to twenty-one (21) days' notice in the event of layoff and shall be laid off and recalled on the basis of "last in, first out" per job title. In the event openings become available, laid-off employees will be eligible for recall in reverse order of layoff for a period of one (1) year from separation.

## **ARTICLE 28 HEALTH AND SAFETY**

**28.1. Health and Safety Committee.** There shall be a Health and Safety Committee composed of a maximum of five (5) members selected by the Employer and five (5) selected by the Union to review occupational safety and health concerns affecting the employees and to discuss possible remedies for such problems. The committee shall meet quarterly or as may be mutually agreed. In the event the Employer schedules a meeting of the Health and Safety Committee during working hours, employee members of the Committee shall suffer no loss of regular straight-time pay.

**28.2. Legal Mandates.** Legal mandates regarding occupational and environmental health and safety incumbent upon the Employer shall continue to be observed.

**28.3. Protective Devices.** Protective devices required by the Employer or by applicable OSHA standards shall be supplied without charge to the affected employees. Failure of employees to use necessary protective devices provided by the Employer will result in the employees being subject to discipline. The Employer agrees to take reasonable precautions concerning employees who, as a result of their jobs, are at a special risk of exposure to communicable diseases.

**28.4. Information to Be Furnished.** Records of the Employer concerning chemicals used on the job by employees, and the result of any chemical test upon employees in the possession of the Employer shall be available for inspection by the Committee. In accordance with law and upon reasonable request and notice to the Employer, the Employer will furnish to the Union health and accident information which may be required by the Union in order to perform its representational duties. Where necessary, the Union will secure appropriate releases from employees involved regarding information affecting them.

**28.5. Examinations for Juvenile Detention Employees.** Employees at the Juvenile Detention Center who are required to have annual medical examinations pursuant to state regulations will be given annual notices to this effect. Each such employee will be responsible for scheduling the required examination to be done by a licensed physician of his or her choice before the end of the calendar year, except in the case of a new employee who has had a pre-hire examination within the calendar year. Examinations will be done on the employee's own time.

(a) Upon completion of the examination, each employee will produce a statement from the physician certifying that he or she is in good health. If the employee is not found to be in good health, the physician's statement must specify whether the employee is capable of performing his or her duties and must also specify whether the employee has any communicable disease. Where appropriate, an employee who is found not to be in good health will be required to have a re-examination once he or she has recovered.

(b) The Employer will reimburse each employee for the cost of the examination upon production of a receipt showing the amount. In no event will the Employer be obligated to pay more than the designated co-payment for an examination by the employee's regular, in-network physician, as set forth by the employee's medical plan. All documentation concerning the examination will be submitted to the Superintendent of the Detention Center.

(c) In addition, each employee may be required to have an annual Mantoux tuberculin skin test pursuant to state regulations. Such tests will be conducted during the employee's working hours at a time to be arranged by the Employer and at the Employer's expense. If an employee can not have the Mantoux test done because of medical reasons, the Employer may arrange at its own expense for an alternate type of tuberculosis screening.

#### **28.6. Fitness-for-Duty Procedures.**

(a) Examinations and other medical inquiries for the purpose of determining whether employees are able to perform their essential duties and do not pose a threat to health or safety on the job shall be in conformity with the Americans with Disabilities Act, the New Jersey Law Against Discrimination, the Family & Medical Leave Act, and any other applicable laws.

(b) Whenever an employee is required by the Employer to undergo a fitness-for-duty examination, the Employer will notify the employee of the reason. The examination will be conducted at the expense of the Employer, without loss of pay or benefits to the employee. All medical information concerning employees will be safeguarded to protect confidentiality.

## **ARTICLE 29 BULLETIN BOARDS**

29.1. **Furnishing of Union Bulletin Boards.** Reasonable space will be provided by the Employer for Union materials to be posted on centrally located bulletin boards at such work sites as shall be mutually agreed upon. This space shall be designated solely for Union use.

## **ARTICLE 30 LABOR-MANAGEMENT LIAISON**

30.1. **Meetings.** Each party to this Agreement shall designate a representative to meet as necessary in order to promote harmonious labor relations by discussing and resolving problems of mutual concern. The representatives shall meet quarterly or by request of either party if circumstances warrant such a meeting. Such meetings shall be held outside of normal work hours unless mutually designated otherwise.

**ARTICLE 31**  
**SUPPLEMENTAL COMPENSATION FOR RETIREES**

**31.1. Payments upon Retirement.** Upon retiring on pension, an employee shall be eligible for a one-time supplemental payment based on the number of unused sick days remaining to the employee's credit.

**31.2. Calculation of Payment to Retirees.** The supplemental payment for retirees will be calculated as follows:

- (a) The number of unused sick days will be divided in half;
- (b) The result in (a) will be multiplied by the value of a day's pay for the employee at retirement;
- (c) The resulting figure will constitute the supplemental payment, except that in no case shall such payment exceed \$15,000.

**ARTICLE 32**  
**EVALUATIONS**

**32.1. Periodic Evaluation.** Each employee may be evaluated in writing at least once per year as management may deem necessary or as required by Department of Personnel rules and regulations or other such legal mandates. Nothing herein is intended to preclude corrective action by the Employer at any time management considers it necessary.

**32.2. Evaluation Criteria.** Employees shall be informed of evaluation criteria as soon as developed by the Employer and informed of any subsequent changes in evaluation criteria.

**32.3. Review of Evaluation.** The completed evaluation shall be shown to the employee for review, and such employee shall affix his/her signature. Such signature shall not indicate agreement or disagreement with the contents of the evaluation. A copy will be furnished to the employee concerned.

**32.4. Conference.** If requested, the supervisor or manager shall provide a conference to the employee in order to discuss the evaluation and improvement goals where applicable.

**32.5. Reconsideration and Exceptions.** If the employee disagrees with the evaluation, he/she may request a reconsideration and/or note exceptions to the official record.

**32.6. Appeals.** Appeal of the evaluation may be made through the grievance procedure, except that final and binding determination shall reside with the chief administrator. If the evaluation is a primary or contributing factor in any adverse action, the employee shall have such appeal rights as provided by law or this Agreement.

**ARTICLE 33**  
**MANAGEMENT RIGHTS**

**33.1. Rights Reserved.** The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and

of the United States, including, but without limiting the generality of the foregoing, the following rights:

(a) The executive management and administrative control of the County Government and its properties and facilities and activities of its employees by utilizing personnel, methods, and means of the most appropriate and efficient manner possible as may from time to time be determined by the Employer.

(b) To make rules of procedure and conduct, to introduce and use new and improved methods and equipment, to contract out for goods and services, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

(c) The right of management to make, maintain, and amend such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety, and/or the effective operation of the County after advance notice thereof to the employees and to require compliance by the employees, provided that any changes in the Employer's personnel policies and procedures are presented to the Union when distributed to department heads or within 10 days after adoption, whichever is sooner.

(d) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.

(e) To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause according to law.

(f) To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive or for other legitimate reason.

(g) To subcontract any of the work performed by employees covered by this Agreement for reasons of economy or other legitimate business reasons provided the Union is consulted sixty (60) days in advance.

**33.2. Limitations.** In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

**33.3. Statutory Rights.** Nothing contained herein shall be construed to deny or restrict the Employer of its rights, responsibilities, and authority under R.S. 40A, or any other national, state, county or local laws or regulations.

## **ARTICLE 34**

### **MAINTENANCE OF OPERATIONS**

**34.1. Governmental Operations.** It is recognized that the need for continued and uninterrupted operation of the County's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operations.

**34.2. Job Actions Prohibited.** The Union covenants and agrees that neither the Union nor any person acting in its behalf, will cause, authorize, engage in, sanction, assist or support, nor will

any of its members take part in, any strike, work stoppage, slowdown, walkout or other job action against the Employer during the term of this Agreement. It is understood that employees who participate in such activities may be subject to disciplinary action.

**34.3. Judicial Relief.** Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

## **ARTICLE 35 MILITARY LEAVE**

**35.1. Statutory Rights.** Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to such leave provisions as may be required by law.

## **ARTICLE 36 INDEMNIFICATION**

**36.1. Tort Claims.** The Employer will indemnify an employee for damages resulting from any tort claim or any civil violation of state or federal law arising out of the employee's job, if, in the opinion of the Employer, the acts committed by the employee upon which the damages are based did not constitute fraud, malice, willful misconduct, or intentional wrongdoing.

## **ARTICLE 37 SEVERABILITY**

**37.1. Severability and Savings.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

## **ARTICLE 38 FULLY-BARGAINED CLAUSE**

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

**38.2. Modification.** This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

38.3. Reopener. Following ratification of this Agreement, the parties shall reopen negotiations concerning salary upgrades for such job titles as either party may propose. In addition, the parties shall reopen negotiations concerning work schedules for employees in the Animal Control Officer and Animal Attendant series.

### ARTICLE 39 TERM OF AGREEMENT

39.1. Effective Dates. This Agreement shall be effective immediately on the date of signing below and shall continue in full force and effect through December 31, 2011. The parties shall commence negotiations on a successor Agreement pursuant to regulations of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to affix their signatures this 14th day of November, 2007.

FOR THE UNION

Richard A. Damm  
Amelias O'Brien  
Anne Abruzzese  
Kim A. Gentry  
Darlene H. Dougherty  
Lynn Buckley  
William L. Young

FOR THE EMPLOYER

[Signature]  
[Signature]  
[Signature]  
X Stephen R. Seltzer

**APPENDIX I**  
**SALARY SCHEDULE A**  
**(Effective January 1, 2007)**

This schedule represents a 3.3% increase over the previous salary schedule.

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	744.51	24,817	25,562	26,306	27,051	27,795	28,540	29,284	30,029	30,773	31,518	745	993	1,241
02	774.39	25,813	26,587	27,362	28,136	28,911	29,685	30,459	31,234	32,008	32,783	774	1,033	1,291
03	805.71	26,857	27,663	28,468	29,274	30,080	30,886	31,691	32,497	33,303	34,108	806	1,074	1,343
04	838.47	27,949	28,787	29,626	30,464	31,303	32,141	32,980	33,818	34,657	35,495	838	1,118	1,397
05	872.97	29,099	29,972	30,845	31,718	32,591	33,464	34,337	35,210	36,083	36,956	873	1,164	1,455
06	909.15	30,305	31,214	32,123	33,032	33,942	34,851	35,760	36,669	37,578	38,487	909	1,212	1,515
07	947.25	31,575	32,522	33,470	34,417	35,364	36,311	37,259	38,206	39,153	40,100	947	1,263	1,579
08	987.15	32,905	33,892	34,879	35,866	36,854	37,841	38,828	39,815	40,802	41,789	987	1,316	1,645
10	1,029.09	34,303	35,332	36,361	37,390	38,419	39,448	40,478	41,507	42,536	43,565	1,029	1,372	1,715
11	1,072.95	35,765	36,838	37,911	38,984	40,057	41,130	42,203	43,276	44,349	45,422	1,073	1,431	1,788
12	1,119.18	37,306	38,425	39,544	40,664	41,783	42,902	44,021	45,140	46,259	47,379	1,119	1,492	1,865
13	1,167.60	38,920	40,088	41,255	42,423	43,590	44,758	45,926	47,093	48,261	49,428	1,168	1,557	1,946
14	1,218.57	40,619	41,838	43,056	44,275	45,493	46,712	47,930	49,149	50,368	51,586	1,219	1,625	2,031
15	1,272.15	42,405	43,677	44,949	46,221	47,494	48,766	50,038	51,310	52,582	53,854	1,272	1,696	2,120
16	1,328.25	44,275	45,603	46,932	48,260	49,588	50,916	52,245	53,573	54,901	56,229	1,328	1,771	2,214
17	1,387.32	46,244	47,631	49,019	50,406	51,793	53,181	54,568	55,955	57,343	58,730	1,387	1,850	2,312
18	1,449.18	48,306	49,755	51,204	52,654	54,103	55,552	57,001	58,450	59,899	61,349	1,449	1,932	2,415
19	1,514.07	50,469	51,983	53,497	55,011	56,525	58,039	59,553	61,067	62,582	64,096	1,514	2,019	2,523
20	1,582.44	52,748	54,330	55,913	57,495	59,078	60,660	62,243	63,825	65,408	66,990	1,582	2,110	2,637
21	1,653.99	55,133	56,787	58,441	60,095	61,749	63,403	65,057	66,711	68,365	70,019	1,654	2,205	2,757
22	1,729.29	57,643	59,372	61,102	62,831	64,560	66,289	68,019	69,748	71,477	73,207	1,729	2,306	2,882
23	1,808.34	60,278	62,086	63,895	65,703	67,511	69,320	71,128	72,936	74,745	76,553	1,808	2,411	3,014
24	1,891.14	63,038	64,929	66,820	68,711	70,603	72,494	74,385	76,276	78,167	80,058	1,891	2,522	3,152
25	1,978.53	65,951	67,930	69,908	71,887	73,865	75,844	77,822	79,801	81,779	83,758	1,979	2,638	3,298
26	2,069.79	68,993	71,063	73,133	75,202	77,272	79,342	81,412	83,482	85,551	87,621	2,070	2,760	3,450
27	2,165.64	72,188	74,354	76,519	78,685	80,851	83,016	85,182	87,347	89,513	91,679	2,166	2,888	3,609



**SALARY SCHEDULE B**  
**(Effective January 1, 2008)**

This schedule represents a 3.5% increase over the previous salary schedule.

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	770.58	25,686	26,457	27,227	27,998	28,768	29,539	30,309	31,080	31,851	32,621	771	1,027	1,284
02	801.48	26,716	27,517	28,319	29,120	29,922	30,723	31,525	32,326	33,128	33,929	801	1,069	1,336
03	833.91	27,797	28,631	29,465	30,299	31,133	31,967	32,800	33,634	34,468	35,302	834	1,112	1,390
04	867.81	28,927	29,795	30,663	31,530	32,398	33,266	34,134	35,002	35,869	36,737	868	1,157	1,446
05	903.51	30,117	31,021	31,924	32,828	33,731	34,635	35,538	36,442	37,345	38,249	904	1,205	1,506
06	940.98	31,366	32,307	33,248	34,189	35,130	36,071	37,012	37,953	38,894	39,835	941	1,255	1,568
07	980.40	32,680	33,660	34,641	35,621	36,602	37,582	38,562	39,543	40,523	41,504	980	1,307	1,634
08	1,021.71	34,057	35,079	36,100	37,122	38,144	39,166	40,187	41,209	42,231	43,252	1,022	1,362	1,703
10	1,065.12	35,504	36,569	37,634	38,699	39,764	40,830	41,895	42,960	44,025	45,090	1,065	1,420	1,775
11	1,110.51	37,017	38,128	39,238	40,349	41,459	42,570	43,680	44,791	45,901	47,012	1,111	1,481	1,851
12	1,158.36	38,612	39,770	40,929	42,087	43,245	44,404	45,562	46,721	47,879	49,037	1,158	1,544	1,931
13	1,208.46	40,282	41,490	42,699	43,907	45,116	46,324	47,533	48,741	49,950	51,158	1,208	1,611	2,014
14	1,261.23	42,041	43,302	44,563	45,825	47,086	48,347	49,608	50,870	52,131	53,392	1,261	1,682	2,102
15	1,316.67	43,889	45,206	46,522	47,839	49,156	50,472	51,789	53,106	54,422	55,739	1,317	1,756	2,194
16	1,374.75	45,825	47,200	48,575	49,949	51,324	52,699	54,074	55,448	56,823	58,198	1,375	1,833	2,291
17	1,435.89	47,863	49,299	50,735	52,171	53,607	55,042	56,478	57,914	59,350	60,786	1,436	1,915	2,393
18	1,499.91	49,997	51,497	52,997	54,497	55,997	57,497	58,996	60,496	61,996	63,496	1,500	2,000	2,500
19	1,567.05	52,235	53,802	55,369	56,936	58,503	60,070	61,637	63,204	64,771	66,338	1,567	2,089	2,612
20	1,637.82	54,594	56,232	57,870	59,507	61,145	62,783	64,421	66,059	67,697	69,334	1,638	2,184	2,730
21	1,711.89	57,063	58,775	60,487	62,199	63,911	65,622	67,334	69,046	70,758	72,470	1,712	2,283	2,853
22	1,789.83	59,661	61,451	63,241	65,030	66,820	68,610	70,400	72,190	73,980	75,769	1,790	2,386	2,983
23	1,871.64	62,388	64,260	66,131	68,003	69,875	71,746	73,618	75,489	77,361	79,233	1,872	2,496	3,119
24	1,957.32	65,244	67,201	69,159	71,116	73,073	75,031	76,988	78,945	80,903	82,860	1,957	2,610	3,262
25	2,047.77	68,259	70,307	72,355	74,402	76,450	78,498	80,546	82,593	84,641	86,689	2,048	2,730	3,413
26	2,142.24	71,408	73,550	75,692	77,835	79,977	82,119	84,261	86,404	88,546	90,688	2,142	2,856	3,570
27	2,241.45	74,715	76,956	79,198	81,439	83,681	85,922	88,164	90,405	92,647	94,888	2,241	2,989	3,736

**SALARY SCHEDULE C**  
**(Effective January 1, 2009)**

This schedule represents a 3.5% increase over the previous salary schedule.

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	797.55	26,585	27,383	28,180	28,978	29,775	30,573	31,370	32,168	32,965	33,763	798	1,063	1,329
02	829.53	27,651	28,481	29,310	30,140	30,969	31,799	32,628	33,458	34,287	35,117	830	1,106	1,383
03	863.10	28,770	29,633	30,496	31,359	32,222	33,085	33,949	34,812	35,675	36,538	863	1,151	1,439
04	898.17	29,939	30,837	31,735	32,634	33,532	34,430	35,328	36,226	37,124	38,023	898	1,198	1,497
05	935.13	31,171	32,106	33,041	33,976	34,912	35,847	36,782	37,717	38,652	39,587	935	1,247	1,559
06	973.92	32,464	33,438	34,412	35,386	36,360	37,334	38,308	39,281	40,255	41,229	974	1,299	1,623
07	1,014.72	33,824	34,839	35,853	36,868	37,883	38,898	39,912	40,927	41,942	42,956	1,015	1,353	1,691
08	1,057.47	35,249	36,306	37,364	38,421	39,479	40,536	41,594	42,651	43,709	44,766	1,057	1,410	1,762
10	1,102.41	36,747	37,849	38,952	40,054	41,157	42,259	43,361	44,464	45,566	46,669	1,102	1,470	1,837
11	1,149.39	38,313	39,462	40,612	41,761	42,911	44,060	45,209	46,359	47,508	48,658	1,149	1,533	1,916
12	1,198.89	39,963	41,162	42,361	43,560	44,759	45,957	47,156	48,355	49,554	50,753	1,199	1,599	1,998
13	1,250.76	41,692	42,943	44,194	45,444	46,695	47,946	49,197	50,447	51,698	52,949	1,251	1,668	2,085
14	1,305.36	43,512	44,817	46,123	47,428	48,733	50,039	51,344	52,650	53,955	55,260	1,305	1,740	2,176
15	1,362.75	45,425	46,788	48,151	49,513	50,876	52,239	53,602	54,964	56,327	57,690	1,363	1,817	2,271
16	1,422.87	47,429	48,852	50,275	51,698	53,120	54,543	55,966	57,389	58,812	60,235	1,423	1,897	2,371
17	1,486.14	49,538	51,024	52,510	53,996	55,483	56,969	58,455	59,941	61,427	62,913	1,486	1,982	2,477
18	1,552.41	51,747	53,299	54,852	56,404	57,957	59,509	61,061	62,614	64,166	65,719	1,552	2,070	2,587
19	1,621.89	54,063	55,685	57,307	58,929	60,551	62,172	63,794	65,416	67,038	68,660	1,622	2,163	2,703
20	1,695.15	56,505	58,200	59,895	61,590	63,286	64,981	66,676	68,371	70,066	71,761	1,695	2,260	2,825
21	1,771.80	59,060	60,832	62,604	64,375	66,147	67,919	69,691	71,463	73,234	75,006	1,772	2,362	2,953
22	1,852.47	61,749	63,601	65,454	67,306	69,159	71,011	72,864	74,716	76,569	78,421	1,852	2,470	3,087
23	1,937.16	64,572	66,509	68,446	70,383	72,321	74,258	76,195	78,132	80,069	82,006	1,937	2,583	3,229
24	2,025.84	67,528	69,554	71,580	73,606	75,631	77,657	79,683	81,709	83,735	85,761	2,026	2,701	3,376
25	2,119.44	70,648	72,767	74,887	77,006	79,126	81,245	83,365	85,484	87,604	89,723	2,119	2,826	3,532
26	2,217.21	73,907	76,124	78,341	80,559	82,776	84,993	87,210	89,427	91,645	93,862	2,217	2,956	3,695
27	2,319.90	77,330	79,650	81,970	84,290	86,610	88,929	91,249	93,569	95,889	98,209	2,320	3,093	3,867

**SALARY SCHEDULE D**  
**(Effective January 1, 2010)**

This schedule represents a 3.5% increase over the previous salary schedule.

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	825.45	27,515	28,340	29,166	29,991	30,817	31,642	32,468	33,293	34,119	34,944	825	1,101	1,376
02	858.57	28,619	29,478	30,336	31,195	32,053	32,912	33,770	34,629	35,488	36,346	859	1,145	1,431
03	893.31	29,777	30,670	31,564	32,457	33,350	34,244	35,137	36,030	36,923	37,817	893	1,191	1,489
04	929.61	30,987	31,917	32,846	33,776	34,705	35,635	36,565	37,494	38,424	39,353	930	1,239	1,549
05	967.86	32,262	33,230	34,198	35,166	36,133	37,101	38,069	39,037	40,005	40,973	968	1,290	1,613
06	1,008.00	33,600	34,608	35,616	36,624	37,632	38,640	39,648	40,656	41,664	42,672	1,008	1,344	1,680
07	1,050.24	35,008	36,058	37,108	38,159	39,209	40,259	41,309	42,360	43,410	44,460	1,050	1,400	1,750
08	1,094.49	36,483	37,577	38,672	39,766	40,861	41,955	43,050	44,144	45,239	46,333	1,094	1,459	1,824
10	1,140.99	38,033	39,174	40,315	41,456	42,597	43,738	44,879	46,020	47,161	48,302	1,141	1,521	1,902
11	1,189.62	39,654	40,844	42,033	43,223	44,412	45,602	46,792	47,981	49,171	50,361	1,190	1,586	1,983
12	1,240.86	41,362	42,603	43,844	45,085	46,325	47,566	48,807	50,048	51,289	52,530	1,241	1,654	2,068
13	1,294.53	43,151	44,446	45,740	47,035	48,329	49,624	50,918	52,213	53,507	54,802	1,295	1,726	2,158
14	1,351.05	45,035	46,386	47,737	49,088	50,439	51,790	53,141	54,492	55,843	57,194	1,351	1,801	2,252
15	1,410.45	47,015	48,425	49,836	51,246	52,657	54,067	55,478	56,888	58,299	59,709	1,410	1,881	2,351
16	1,472.67	49,089	50,562	52,034	53,507	54,980	56,452	57,925	59,398	60,870	62,343	1,473	1,964	2,454
17	1,538.16	51,272	52,810	54,348	55,886	57,425	58,963	60,501	62,039	63,577	65,115	1,538	2,051	2,564
18	1,606.74	53,558	55,165	56,771	58,378	59,985	61,592	63,198	64,805	66,412	68,019	1,607	2,142	2,678
19	1,678.65	55,955	57,634	59,312	60,991	62,670	64,348	66,027	67,706	69,384	71,063	1,679	2,238	2,798
20	1,754.49	58,483	60,237	61,992	63,746	65,501	67,255	69,010	70,764	72,519	74,273	1,754	2,339	2,924
21	1,833.81	61,127	62,961	64,795	66,628	68,462	70,296	72,130	73,964	75,797	77,631	1,834	2,445	3,056
22	1,917.30	63,910	65,827	67,745	69,662	71,579	73,497	75,414	77,331	79,248	81,166	1,917	2,556	3,196
23	2,004.96	66,832	68,837	70,842	72,847	74,852	76,857	78,862	80,867	82,872	84,877	2,005	2,673	3,342
24	2,096.73	69,891	71,988	74,084	76,181	78,278	80,375	82,471	84,568	86,665	88,762	2,097	2,796	3,495
25	2,193.63	73,121	75,315	77,508	79,702	81,896	84,089	86,283	88,476	90,670	92,864	2,194	2,925	3,656
26	2,294.82	76,494	78,789	81,084	83,378	85,673	87,968	90,263	92,558	94,853	97,147	2,295	3,060	3,825
27	2,401.11	80,037	82,438	84,839	87,240	89,641	92,043	94,444	96,845	99,246	101,64	2,401	3,201	4,002

**SALARY SCHEDULE E**  
**(Effective January 1, 2011)**

This schedule represents a 3.5% increase over the previous salary schedule.

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	854.34	28,478	29,332	30,187	31,041	31,895	32,750	33,604	34,458	35,313	36,167	854	1,139	1,424
02	888.63	29,621	30,510	31,398	32,287	33,176	34,064	34,953	35,841	36,730	37,619	889	1,185	1,481
03	924.57	30,819	31,744	32,668	33,593	34,517	35,442	36,366	37,291	38,216	39,140	925	1,233	1,541
04	962.16	32,072	33,034	33,996	34,958	35,921	36,883	37,845	38,807	39,769	40,731	962	1,283	1,604
05	1,001.73	33,391	34,393	35,394	36,396	37,398	38,400	39,401	40,403	41,405	42,407	1,002	1,336	1,670
06	1,043.28	34,776	35,819	36,863	37,906	38,949	39,992	41,036	42,079	43,122	44,166	1,043	1,391	1,739
07	1,086.99	36,233	37,320	38,407	39,494	40,581	41,668	42,755	43,842	44,929	46,016	1,087	1,449	1,812
08	1,132.80	37,760	38,893	40,026	41,158	42,291	43,424	44,557	45,690	46,822	47,955	1,133	1,510	1,888
10	1,180.92	39,364	40,545	41,726	42,907	44,088	45,269	46,450	47,630	48,811	49,992	1,181	1,575	1,968
11	1,231.26	41,042	42,273	43,505	44,736	45,967	47,198	48,430	49,661	50,892	52,123	1,231	1,642	2,052
12	1,284.30	42,810	44,094	45,379	46,663	47,947	49,232	50,516	51,800	53,084	54,369	1,284	1,712	2,141
13	1,339.83	44,661	46,001	47,341	48,680	50,020	51,360	52,700	54,040	55,380	56,719	1,340	1,786	2,233
14	1,398.33	46,611	48,009	49,408	50,806	52,204	53,603	55,001	56,399	57,798	59,196	1,398	1,864	2,331
15	1,459.83	48,661	50,121	51,581	53,040	54,500	55,960	57,420	58,880	60,340	61,799	1,460	1,946	2,433
16	1,524.21	50,807	52,331	53,855	55,380	56,904	58,428	59,952	61,476	63,001	64,525	1,524	2,032	2,540
17	1,592.01	53,067	54,659	56,251	57,843	59,435	61,027	62,619	64,211	65,803	67,395	1,592	2,123	2,653
18	1,662.99	55,433	57,096	58,759	60,422	62,085	63,748	65,411	67,074	68,737	70,400	1,663	2,217	2,772
19	1,737.39	57,913	59,650	61,388	63,125	64,863	66,600	68,337	70,075	71,812	73,550	1,737	2,317	2,896
20	1,815.90	60,530	62,346	64,162	65,978	67,794	69,609	71,425	73,241	75,057	76,873	1,816	2,421	3,027
21	1,897.98	63,266	65,164	67,062	68,960	70,858	72,756	74,654	76,552	78,450	80,348	1,898	2,531	3,163
22	1,984.41	66,147	68,131	70,116	72,100	74,085	76,069	78,053	80,038	82,022	84,007	1,984	2,646	3,307
23	2,075.13	69,171	71,246	73,321	75,396	77,472	79,547	81,622	83,697	85,772	87,847	2,075	2,767	3,459
24	2,170.11	72,337	74,507	76,677	78,847	81,017	83,188	85,358	87,528	89,698	91,868	2,170	2,893	3,617
25	2,270.40	75,680	77,950	80,221	82,491	84,762	87,032	89,302	91,573	93,843	96,114	2,270	3,027	3,784
26	2,375.13	79,171	81,546	83,921	86,296	88,672	91,047	93,422	95,797	98,172	100,547	2,375	3,167	3,959
27	2,485.14	82,838	85,323	87,808	90,293	92,779	95,264	97,749	100,234	102,719	105,204	2,485	3,314	4,142

## APPENDIX II

### TITLES AND SCALES

The first sub-column designates the salary scale for each listed title. The second indicates the number of hours in a full-time workweek. The third indicates whether the title is used for part-time positions.

02	32.5	Y	Account Clerk	20	32.5	N	Assistant Human Resource Coordinator
03	35	N	Account Clerk	21	35	N	Assistant Human Resource Coordinator
03	32.5	Y	Account Clerk Typing	15	35	N	Assistant Maintenance Supervisor
04	35	N	Account Clerk Typing	17	40	N	Assistant Manager Golf Facilities
15	32.5	N	Accountant	13	32.5	N	Assistant Manager Mobile Meals Program
16	35	N	Accountant	17	35	N	Assistant Nutrition Program Coordinator WIC Program
11	32.5	N	Accounting Assistant	15	32.5	N	Assistant Planner
12	35	N	Accounting Assistant	14	32.5	N	Assistant Program Analyst
18	32.5	N	Administrative Analyst	15	35	N	Assistant Program Analyst
19	35	N	Administrative Analyst	13	32.5	N	Assistant Program Coordinator Non- Emergency Transportation
13	32.5	N	Administrative Clerk	20	35	N	Assistant Public Health Nurse Supervisor
14	35	N	Administrative Clerk	18	32.5	N	Assistant Purchasing Agent
13	32.5	N	Administrative Secretary	13	40	N	Assistant Supervising Bridge Repairer
14	35	N	Administrative Secretary	15	40	N	Assistant Supervising Mechanic
04	32.5	N	Admitting Clerk Typing	15	35	N	Assistant Supervising Road Inspector
05	32.5	N	Advertising and Sales Clerk	12	40	N	Assistant Supervisor Parks
15	32.5	N	Analyst Grant Applications	13	40	N	Assistant Supervisor Roads
03	40	N	Animal Attendant	15	35	N	Assistant Supervisor Traffic Signal
14	40	N	Animal Control Officer	10	40	N	Boiler Operator
12	40	N	Animal Health Technician	02	32.5	N	Bookkeeping Machine Operator
12	40	N	Assistant Animal Control Officer	02	32.5	N	Bookkeeping Machine Operator Typing
12	35	N	Assistant Building Superintendent	15	35	N	Bridge Construction Inspector/Road Inspector
22	35	N	Assistant Chief Sanitary Inspector	07	40	N	Bridge Construction Worker
22	35	N	Assistant Chief Sanitary Inspector Environmental Sanitation	07	40	N	Bridge Repairer
14	40	N	Assistant Communications Technician	22	32.5	N	Budget Officer
13	32.5	N	Assistant County Superintendent of Weights & Measures	23	35	N	Budget Officer
14	35	N	Assistant County Superintendent of Weights & Measures	02	35	Y	Building Maintenance Worker
22	32.5	N	Assistant Director Community Development Program	04	40	Y	Building Maintenance Worker
19	35	N	Assistant Director Office of the Handicapped	02	35	N	Building Maintenance Worker/ Groundskeeper
13	32.5	N	Assistant District Recycling Coordinator	04	40	N	Building Maintenance Worker/ Groundskeeper
18	35	N	Assistant Engineer Highways	01	35	Y	Building Service Worker
16	40	N	Assistant Golf Superintendent	02	40	N	Building Service Worker
19	35	N	Assistant Health Educator	04	40	N	Building Service Worker/ Groundskeeper
				15	35	N	Building Superintendent
				14	32.5	N	Buyer

15	35	N	Buyer	17	32.5	N	Confidential Assistant to the Director Data Management
12	35	N	Carpenter	17	32.5	N	Confidential Assistant to the Director Economic Development
04	32.5	N	Cashier	18	40	N	Confidential Assistant to the Director Emergency Response
05	35	N	Cashier	17	35	N	Confidential Assistant to the Director Health
05	32.5	N	Cashier Typing	23	32.5	Y	Confidential Assistant to the Director Land Preservation
06	35	N	Cashier Typing	18	32.5	N	Confidential Assistant to the Director Roads & Bridges
03	35	N	Cemetery Caretaker	17	35	N	Confidential Assistant to the Director Veterans' Affairs
06	32.5	N	Chauffeur	05	40	N	Cook
18	32.5	N	Chemist Water Analysis	12	32.5	N	Coordinator Child Placement Review
14	32.5	N	Chief Clerk	17	40	Y	Coordinator Clean Communities Program
15	35	N	Chief Clerk	22	35	N	Coordinator Community Health Services
17	40	N	Chief Inspector Mosquito Extermination	21	35	N	Coordinator Employment & Training Programs
17	32.5	N	Chief Probate Clerk	08	32.5	N	Coordinator Juvenile Conference Committees
23	35	N	Chief Sanitary Inspector	14	35	N	Coordinator of Maintenance Services
23	35	N	Chief Sanitary Inspector Environmental Sanitation	19	32.5	N	Coordinator of Public Transportation
01	32.5	Y	Clerk	20	32.5	N	Coordinator of Special Transportation
02	35	N	Clerk	15	40	N	Coordinator of Volunteers
03	32.5	Y	Clerk Driver	22	35	N	Coordinator Special Child Health Services
03	32.5	Y	Clerk Stenographer	17	32.5	N	Coordinator Vocational Services
04	35	N	Clerk Stenographer	22	35	N	County Alcoholism Coordinator/Employee Assistance Counselor
02	32.5	Y	Clerk Transcriber	17	40	N	County 9-1-1 Coordinator
03	35	N	Clerk Transcriber	18	35	N	County Emergency Management Planner
02	32.5	Y	Clerk Typist	20	40	N	County Emergency Management Planner
03	35	N	Clerk Typist	07	40	Y	County Park Ranger
03	32.5	N	Clerk Typist/Interpreter Bilingual in Spanish & English	03	32.5	N	Data Entry Machine Operator
04	35	N	Clerk Typist/Interpreter Bilingual in Spanish & English	04	35	N	Data Entry Machine Operator
03	35	Y	Clinic Attendant	21	32.5	N	Data Processing Coordinator
04	35	N	Clinic Attendant Typing	22	35	N	Data Processing Coordinator
17	35	N	Clinic Nurse	17	32.5	N	Data Processing Programmer
13	40	N	Communications Officer	18	35	N	Data Processing Programmer
16	40	N	Communications Technician	12	35	N	Data Processing Technician
05	32.5	N	Community Service Aide Typing	10	35	N	Dental Assistant
06	35	N	Community Service Aide Typing	13	35	N	Dental Hygienist
07	32.5	N	Composing Machine Operator	14	32.5	N	Deputy County Superintendent of Weights & Measures
07	32.5	N	Computer Operator	15	35	N	Deputy County Superintendent of Weights & Measures
12	35	N	Computer Service Technician	16	32.5	N	Deputy Work Release Administrator
16	35	N	Confidential Assistant to the County Treasurer	18	32.5	N	Diet Counselor
11	32.5	N	Confidential Assistant to the Director Aging				
22	32.5	N	Confidential Assistant to the Director Community Resources				
21	32.5	N	Confidential Assistant to the Director County Extension Service				

16	40	N	Dietitian	12	32.5	N	Four-H Program Assistant
19	32.5	N	Director of Social Rehabilitation Services	18	40	N	General Supervisor Mosquito Extermination
16	32.5	N	District Recycling Coordinator	18	40	N	General Supervisor Roads
02	32.5	Y	Docket Clerk	20	32.5	N	Geographic Information Systems Specialist 2
03	35	Y	Docket Clerk	18	32.5	N	Geographic Information Systems Specialist 3
03	32.5	N	Docket Clerk Typing	15	32.5	N	Geographic Information Systems Specialist Trainee
04	35	N	Docket Clerk Typing	18	40	N	Golf Course Superintendent
07	32.5	N	Drafting Technician	18	40	N	Golf Professional
08	35	N	Drafting Technician	05	40	N	Golf Ranger
21	32.5	N	Education & Training Coordinator	05	40	Y	Golf Ranger (8 months)
12	35	N	Electrician	21	40	Y	Graduate Nurse
13	40	N	Electronics Repairer	16	35	Y	Graduate Nurse Public Health
11/13	40	Y	Emergency Medical Technician**	02	35	Y	Groundskeeper
14	32.5	N	Employment Counselor	04	40	Y	Groundskeeper
15	35	N	Employment Counselor	13	35	N	Hazardous Materials Responder (Operations)
14	32.5	N	Employment Specialist	15	35	N	Hazardous Materials Technician 1
15	35	N	Employment Specialist	16	35	N	Hazardous Materials Technician 2
07	32.5	N	Employment Test Monitor	19	35	N	Head Clinic Nurse
08	35	N	Employment Test Monitor	12	40	N	Head Cook
07	35	Y	Engineering Aide	23	40	N	Head Nurse
27	35	N	Environmental Health Coordinator	17	32.5	N	Head Teacher*
15	35	N	Environmental Health Specialist	07	35	N	Health Aide
17	35	N	Environmental Health Specialist Hazardous Substances	08	35	N	Health Aide Bilingual in Spanish & English
16	32.5	N	Environmental Specialist Educational Programs	21	35	N	Health Educator
17	35	N	Environmental Specialist Educational Programs	21	35	N	Health Educator Bilingual in Spanish & English
10	40	N	Equipment Operator	07	32.5	N	Health Insurance Benefits Clerk Typing
13	40	N	Equipment Operator Mosquito Extermination	08	35	N	Health Insurance Benefits Clerk Typing
11	32.5	N	Examiner Education Credentials	12	40	N	Heavy Equipment Operator
08	32.5	N	Execution Clerk	15	40	N	Heavy Equipment Operator Mosquito Extermination
19	32.5	N	Executive Assistant	16	40	N	Heavy Equipment Operator Mosquito Extermination/Mechanic
21	35	N	Executive Assistant	22	32.5	N	Human Resource Coordinator
16	40	N	Executive Housekeeper	23	35	N	Human Resource Coordinator
15	32.5	N	Field Representative County Board of Taxation	02	32.5	Y	Index Clerk
16	35	N	Field Representative Disease Control	03	35	Y	Index Clerk
14	35	N	Field Representative Health Education	03	32.5	N	Index Clerk Typing
10	32.5	N	Field Representative Industrial & Real Estate Development	04	35	N	Index Clerk Typing
12	35	N	Field Representative Narcotics Education	22	35	N	Industrial Hygienist
21	32.5	N	Fiscal Officer	16	32.5	N	Industrial Representative
22	35	N	Fiscal Officer	08	40	N	Inspector Mosquito Extermination
23	35	N	Fiscal Officer/Senior Administrative Analyst	12	35	N	Inspector Road Openings
14	40	N	Food Service Manager	07	40	N	Inspector Trainee Mosquito Extermination
02	40	Y	Food Service Worker	03	40	Y	Institutional Attendant

08	32.5	N	Investigator Consumer Protection	15	32.5	N	Paralegal Specialist
10	35	N	Investigator Consumer Protection	14	40	N	Park Naturalist
17	32.5	Y	Investigator County Medical Examiner's Office	02	35	N	Parking Attendant
15	40	N	Investigator Public Works	20	40	N	Patient Activities Coordinator
14	32.5	N	Job Developer	03	32.5	N	Payroll Clerk Typing
15	35	N	Job Developer	04	35	N	Payroll Clerk Typing
08	40	Y	Juvenile Detention Officer	12	32.5	N	Payroll Supervisor
14	32.5	N	Laboratory Technician	04	32.5	N	Permit Clerk
03	35	Y	Laborer	11	32.5	N	Photographer
05	40	Y	Laborer	07	32.5	Y	Planning Aide
16	35	N	Land Surveyor	12	35	N	Plumber
17	32.5	N	Landscape Architect	14	40	N	Practical Nurse
02	40	N	Laundry Worker	07	32.5	N	Principal Account Clerk
05	32.5	N	Legal Stenographer	08	35	N	Principal Account Clerk
04	32.5	N	Library Assistant	10	32.5	N	Principal Account Clerk Stenography
04	32.5	N	Library Page	11	35	N	Principal Account Clerk Stenography
11	35	N	Locksmith	08	32.5	N	Principal Account Clerk Typing
01	32.5	N	Mail Clerk	10	35	N	Principal Account Clerk Typing
07	35	Y	Maintenance Repairer	19	32.5	N	Principal Accountant
07	35	N	Maintenance Repairer Painter	20	35	N	Principal Accountant
18	35	N	Maintenance Superintendent	07	32.5	N	Principal Bookkeeping Machine Operator Typing
16	35	N	Maintenance Supervisor	10	32.5	N	Principal Cashier Typing
13	32.5	N	Management Information Systems Specialist	11	35	N	Principal Cashier Typing
14	35	N	Management Information Systems Specialist	06	32.5	N	Principal Clerk
16	32.5	N	Management Specialist	07	35	N	Principal Clerk
22	32.5	N	Manager Mobile Meals Program	08	32.5	N	Principal Clerk Stenographer
12	40	N	Mechanic	10	35	N	Principal Clerk Stenographer
13	40	N	Mechanic Diesel	07	32.5	N	Principal Clerk Transcriber
06	40	N	Mechanic's Helper	08	35	N	Principal Clerk Transcriber
19	35	N	Medical Social Worker	07	32.5	Y	Principal Clerk Typist
19	32.5	N	Mental Health Administrator	08	35	N	Principal Clerk Typist
01	32.5	Y	Messenger	08	32.5	N	Principal Data Entry Machine Operator
02	32.5	N	Microfilm Machine Operator	10	35	N	Principal Data Entry Machine Operator
10	32.5	N	Microfilm Systems Supervisor	07	32.5	N	Principal Docket Clerk
05	32.5	Y	Museum Attendant	08	35	N	Principal Docket Clerk
16	32.5	N	Museum Curator	08	32.5	N	Principal Docket Clerk Typing
23	35	N	Network Administrator 1	10	35	N	Principal Docket Clerk Typing
25	35	N	Network Administrator 2	13	35	N	Principal Drafting Technician
23	35	Y	Nurse Practitioner Obstetrics & Gynecology	23	35	N	Principal Engineer
23	35	N	Nurse Practitioner Pediatrics	13	35	N	Principal Engineering Aide
22	35	N	Nutrition Program Coordinator WIC Program	08	32.5	N	Principal Engineering Clerk
08	40	N	Occupational Therapy Aide	07	32.5	N	Principal Index Clerk
06	32.5	Y	Omnibus Operator	08	35	N	Principal Index Clerk
12	35	N	Painter	08	32.5	N	Principal Index Clerk Typing



10	35	N	Principal Index Clerk Typing	04	32.5	N	Purchasing Assistant Typing
07	32.5	N	Principal Microfilm Machine Operator	05	35	N	Purchasing Assistant Typing
08	32.5	N	Principal Payroll Clerk	16	40	N	Radio Technician
10	35	N	Principal Payroll Clerk	03	32.5	N	Receptionist Typing
21	32.5	N	Principal Planner	04	35	N	Receptionist Typing
21	32.5	N	Principal Planner Data Management	04	32.5	N	Receptionist/Senior Clerk Transcriber
22	35	N	Principal Planner Data Management	05	35	N	Receptionist/Senior Clerk Transcriber
21	32.5	N	Principal Planner Solid Waste Management	03	32.5	N	Receptionist/Telephone Operator
21	32.5	N	Principal Planner Transportation	04	35	N	Receptionist/Telephone Operator
12	32.5	N	Principal Planning Aide	02	32.5	N	Recorder Operator Courts
08	32.5	N	Principal Purchasing Assistant Typing	17	35	N	Records Management Analyst
10	35	N	Principal Purchasing Assistant Typing	21	35	N	Records Manager
21	35	N	Principal Sanitary Inspector	11	32.5	N	Recreation Program Coordinator
18	35	N	Principal Technician Management Information Systems	16	32.5	N	Recreation Program Specialist
07	32.5	N	Probate Clerk	18	32.5	N	Recreation Supervisor
16	32.5	N	Program Analyst	18	32.5	N	Recreation Supervisor Handicapped Program
17	35	N	Program Analyst	08	40	Y	Recreation Therapy Aide
16	32.5	N	Program Development Specialist Aging	06	32.5	N	Research Aide
16	32.5	N	Program Development Specialist Community Service	13	32.5	N	Research Assistant
16	32.5	N	Program Development Specialist Criminal Justice	14	35	N	Research Assistant
16	32.5	N	Program Development Specialist Human Resources	13	32.5	N	Research Assistant Criminal Information
17	35	N	Program Development Specialist Human Resources	14	35	N	Road Inspector
13	32.5	N	Program Monitor	17	35	N	Sanitary Inspector
14	35	N	Program Monitor	13	35	N	Sanitary Inspector Trainee
16	35	N	Program Specialist Alcohol Abuse Activities	04	32.5	N	Sanitary Landfill Caretaker
19	35	N	Program Specialist Special Child Health Services	03	40	N	Seamstress
14	35	N	Project Coordinator Construction	11	32.5	N	Secretarial Assistant Typing
13	32.5	Y	Project Coordinator Crime Prevention Program	12	35	N	Secretarial Assistant Typing
19	32.5	N	Project Director Nutrition Program for the Elderly	04	32.5	Y	Senior Account Clerk
22	35	N	Public Health Epidemiologist	05	35	N	Senior Account Clerk
10	35	N	Public Health Investigator	05	32.5	Y	Senior Account Clerk Typing
15	35	N	Public Health Laboratory Technician	06	35	N	Senior Account Clerk Typing
17	35	Y	Public Health Nurse	06	35	N	Senior Account Clerk/Telephone Operator
21	35	N	Public Health Nurse Supervisor	05	32.5	N	Senior Account Clerk/Telephone Operator
23	35	N	Public Health Nutritionist	17	32.5	N	Senior Accountant
15	32.5	N	Public Information Officer	18	35	N	Senior Accountant
16	35	N	Public Information Officer	20	40	N	Senior Administrative Analyst
13	40	Y	Public Safety Telecommunicator	05	40	N	Senior Animal Attendant
11	40	N	Public Safety Telecommunicator Trainee	12	40	N	Senior Boiler Operator
03	32.5	N	Purchasing Assistant	04	32.5	N	Senior Bookkeeping Machine Operator
04	35	N	Purchasing Assistant	04	32.5	N	Senior Bookkeeping Machine Operator Typing
				17	35	N	Senior Bridge Construction Inspector/Senior Road Inspector
				10	40	N	Senior Bridge Construction Worker

10	40	N	Senior Bridge Repairer	19	35	N	Senior Environmental Health Specialist Hazardous Substances
04	35	N	Senior Building Maintenance Worker	11	32.5	N	Senior Execution Clerk
06	40	N	Senior Building Maintenance Worker	18	35	N	Senior Field Representative Disease Control
04	35	N	Senior Building Service Worker	18	35	N	Senior Field Representative Health Education
17	32.5	N	Senior Buyer	06	40	N	Senior Groundskeeper
18	35	N	Senior Buyer	04	32.5	N	Senior Index Clerk
14	35	N	Senior Carpenter	05	35	N	Senior Index Clerk
07	32.5	N	Senior Cashier Typing	05	32.5	N	Senior Index Clerk Typing
08	35	N	Senior Cashier Typing	06	35	N	Senior Index Clerk Typing
05	35	N	Senior Cemetery Caretaker	12	40	N	Senior Inspector Mosquito Extermination
02	32.5	N	Senior Citizen Program Aide	14	35	N	Senior Inspector Road Openings
03	32.5	N	Senior Clerk	04	40	Y	Senior Institutional Attendant
04	35	N	Senior Clerk	12	32.5	N	Senior Investigator Consumer Protection
05	32.5	N	Senior Clerk Stenographer	13	35	N	Senior Investigator Consumer Protection
06	35	N	Senior Clerk Stenographer	17	32.5	Y	Senior Investigator County Medical Examiner's Office
04	32.5	N	Senior Clerk Transcriber	11	40	Y	Senior Juvenile Detention Officer
05	35	N	Senior Clerk Transcriber	19	32.5	N	Senior Landscape Architect
04	32.5	N	Senior Clerk Typist	03	40	N	Senior Laundry Worker
05	35	N	Senior Clerk Typist	07	32.5	N	Senior Legal Stenographer
17	40	N	Senior Communications Technician	10	35	N	Senior Maintenance Repairer
08	32.5	N	Senior Community Service Aide Typing	14	40	N	Senior Mechanic
10	35	N	Senior Community Service Aide Typing	05	32.5	N	Senior Medical Record Clerk
14	35	N	Senior Computer Service Technician	20	40	N	Senior Medical Social Worker
07	40	N	Senior Cook	07	32.5	N	Senior Medical Stenographer
10	40	N	Senior County Park Ranger	04	32.5	N	Senior Microfilm Machine Operator
05	32.5	N	Senior Data Entry Machine Operator	11	40	N	Senior Occupational Therapy Aide
06	35	N	Senior Data Entry Machine Operator	14	35	N	Senior Painter
19	32.5	N	Senior Data Processing Programmer	04	32.5	Y	Senior Payroll Clerk
20	35	N	Senior Data Processing Programmer	05	35	N	Senior Payroll Clerk
04	32.5	N	Senior Docket Clerk	05	32.5	N	Senior Payroll Clerk Typing
05	35	N	Senior Docket Clerk	06	35	N	Senior Payroll Clerk Typing
05	32.5	N	Senior Docket Clerk Typing	06	32.5	N	Senior Permit Clerk
06	35	N	Senior Docket Clerk Typing	06	32.5	N	Senior Permit Clerk Typing
11	32.5	N	Senior Drafting Technician	17	32.5	N	Senior Planner
11	35	N	Senior Drafting Technician	17	32.5	N	Senior Planner Community Development Program
14	35	N	Senior Electrician	17	32.5	N	Senior Planner Transportation
15	40	N	Senior Emergency Medical Technician	10	32.5	N	Senior Planning Aide
16	32.5	N	Senior Employment Specialist	14	35	N	Senior Plumber
17	35	N	Senior Employment Specialist	16	40	Y	Senior Practical Nurse
10	32.5	N	Senior Employment Test Monitor	10	32.5	N	Senior Probate Clerk
11	35	N	Senior Employment Test Monitor	18	32.5	N	Senior Program Analyst
18	35	N	Senior Engineer	19	35	N	Senior Program Analyst
20	35	N	Senior Engineer Hydraulic				
11	35	N	Senior Engineering Aide				

19	32.5	N	Senior Program Development Specialist Community Service	08	40	N	Storekeeper Automotive
12	35	N	Senior Public Health Investigator	18	35	N	Superintendent of Weights & Measures
19	35	N	Senior Public Health Nurse	11	32.5	N	Supervising Account Clerk
15	40	N	Senior Public Safety Telecommunicator	12	35	N	Supervising Account Clerk
06	32.5	N	Senior Purchasing Assistant Typing	12	32.5	N	Supervising Account Clerk Stenography
07	35	N	Senior Purchasing Assistant Typing	13	35	N	Supervising Account Clerk Stenography
04	32.5	N	Senior Receptionist	12	32.5	N	Supervising Account Clerk Typing
05	35	N	Senior Receptionist	13	35	N	Supervising Account Clerk Typing
05	32.5	N	Senior Receptionist Typing	08	40	N	Supervising Animal Attendant
06	35	N	Senior Receptionist Typing	15	40	N	Supervising Animal Control Officer
05	32.5	N	Senior Receptionist/Telephone Operator	11	32.5	N	Supervising Bookkeeping Machine Operator
06	35	N	Senior Receptionist/Telephone Operator	20	35	N	Supervising Bridge Construction Inspector/Supervising Road Inspector
11	40	N	Senior Recreation Therapy Aide	15	40	N	Supervising Bridge Repairer
16	35	N	Senior Road Inspector	12	32.5	N	Supervising Clerk Stenographer
19	35	N	Senior Sanitary Inspector	13	35	N	Supervising Clerk Stenographer
17	40	N	Senior Social Worker Juvenile Rehabilitation	11	32.5	N	Supervising Clerk Typist
03	40	N	Senior Stock Clerk	12	35	N	Supervising Clerk Typist
08	35	N	Senior Storekeeper	14	40	N	Supervising County Park Ranger
10	40	N	Senior Storekeeper	17	40	N	Supervising Emergency Medical Technician
16	35	N	Senior Technician Management Information Systems	18	32.5	N	Supervising Employment Specialist
05	32.5	N	Senior Telephone Operator	19	35	N	Supervising Employment Specialist
06	35	N	Senior Telephone Operator	26	35	N	Supervising Engineer
06	32.5	N	Senior Telephone Operator Typing	26	35	N	Supervising Engineer Bridges
07	35	N	Senior Telephone Operator Typing	15	35	N	Supervising Engineering Aide
08	35	N	Senior Traffic Maintenance Worker	20	35	N	Supervising Field Representative Disease Control
14	35	N	Senior Traffic Signal Electrician	18	40	N	Supervising Heavy Equipment Operator
15	40	N	Senior Welder	18	40	N	Supervising Heavy Equipment Operator Mosquito Extermination
05	32.5	N	Senior Word Processing Operator	10	32.5	N	Supervising Index Clerk
03	32.5	Y	Site Manager Nutrition Program for the Elderly	11	35	N	Supervising Index Clerk
17	32.5	N	Social Rehabilitation Therapist Penal Institution	11	32.5	N	Supervising Index Clerk Typing
13	40	N	Social Service Assistant	12	35	N	Supervising Index Clerk Typing
11	32.5	N	Social Service Assistant Typing	07	40	N	Supervising Institutional Attendant
16	32.5	Y	Social Worker Aging	13	40	N	Supervising Juvenile Detention Officer
18	35	Y	Social Worker Aging	12	35	N	Supervising Maintenance Repairer
16	32.5	Y	Social Worker Health	17	40	N	Supervising Mechanic
18	35	N	Social Worker Health	08	32.5	N	Supervising Omnibus Operator
15	40	N	Social Worker Institutions	23	32.5	N	Supervising Planner
15	40	N	Social Worker Juvenile Rehabilitation	21	35	N	Supervising Program Development Specialist Community Service
15	32.5	N	Specification Writer Purchasing	17	40	N	Supervising Public Safety Telecommunicator
01	40	N	Stock Clerk	19	35	N	Supervising Road Inspector
06	35	N	Storekeeper	12	32.5	N	Supervising Telephone Operator
08	40	N	Storekeeper	07	35	N	Supervisor Building Service

07	40	N	Supervisor Building Service	15	35	N	Traffic Analyst
16	32.5	N	Supervisor Job Development	26	35	N	Traffic Engineer
17	35	N	Supervisor Job Development	10	35	N	Traffic Investigator
11	32.5	N	Supervisor of Accounts	06	35	N	Traffic Maintenance Worker
12	32.5	N	Supervisor of Accounts Typing	12	35	N	Traffic Signal Electrician
12	35	N	Supervisor of Accounts	10	35	N	Traffic Signal Technician 1
13	35	N	Supervisor of Accounts Typing	11	32.5	N	Trainee Weights & Measures
13	32.5	N	Supervisor of Data Entry Machine Operations	18	40	N	Training Coordinator
14	35	N	Supervisor of Data Entry Machine Operations	16	40	N	Training Technician
16	32.5	N	Supervisor of Data Processing Operations	07	40	N	Tree Climber
17	35	N	Supervisor of Data Processing Operations	07	40	N	Truck Driver
12	32.5	N	Supervisor of Records	10	40	N	Truck Driver Heavy
13	35	N	Supervisor of Records	04	40	N	Ward Clerk
14	40	N	Supervisor Parks	12	40	N	Welder
11	40	N	Supervisor Recreation Maintenance	06	40	N	Welder's Helper
15	40	N	Supervisor Roads	03	32.5	N	Word Processing Operator
15	35	N	Supervisor Traffic Maintenance	04	35	N	Word Processing Operator
18	35	N	Supervisor Traffic Signal	19	32.5	N	Work Release Administrator
15	32.5	Y	Tax Research Examiner & Investigator	10	40	N	Youth Group Worker
02	32.5	Y	Teacher Aide	17	32.5	N	Youth Opportunity Coordinator
15	32.5	N	Teacher Juvenile Facilities*	20	32.5	N	Youth Services Counselor
15	32.5	N	Teacher Special Education				
14	35	N	Technician Management Information Systems				
03	32.5	Y	Telephone Operator				
04	35	N	Telephone Operator				
04	32.5	N	Telephone Operator Typing				
05	35	N	Telephone Operator Typing				
14	40	N	Telephone System Installer & Repairer				

\* 11-month position (paid for 12 months, but off during the month of August)

\*\* Salaries begin at Step 1 of Scale 11, then go to Scale 13 for all subsequent steps.

## APPENDIX III

### CLOTHING PROVISIONS

Dept. or Div.	Employees	Clothing Payments	Uniforms Provided	Safety Shoes
Highway	Blue Collar	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	5 safety T-shirts	Y
Engineering	Blue Collar	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	5 safety T-shirts	Y
Bldgs. & Grounds	Blue Collar	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	None	Y
County Jail	Cooks & Nurses	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	None	Y
County Clerk	All	None	May be provided with 2 shirts	N
Golf Course	Blue Collar (except Golf Rangers & Mechanics)	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	None	Y
	Mechanics	None	6 sets (with replacements) + laundry	Y
	Golf Rangers	None	5 shirts	N
Animal Control	Uniformed	\$150 (Jan.) + \$150 (July) except if laundry is provided	Full set with replacements (May 30)	Y
Parks & Recreation	Uniformed	\$150 (Jan.) + \$150 (July) except if laundry is provided	Full set with replacements (May 30)	Y
Mosquito Control	Blue Collar	None	6 sets (with replacements) + laundry + 5 safety T-shirts	Y
Fleet Management	Blue Collar	None	6 sets (with replacements) + laundry	Y
Emergency Response	Communications (Uniformed)	\$300 (Jan.) + \$300 (July)	None	N
	Hazmat	None	None	Y
	EMT's	\$150 (Jan.) + \$150 (July)	Full set with replacements	N
Medical Examiner's Office	Investigators	None	Coveralls & boots (as needed)	N
Health	Nurses & Allied Health Workers	\$225 (July)	None	N

	San. Inspectors, Public Health Investigators, Field Reps Disease Control, & Env. Health Spec.	None	None	Y
Juvenile Detention	JDO's	\$275 (Jan.) + \$275 (July) Increasing to \$300 + \$300 in 2009	None	N
Transportation Services	Drivers	\$50 annually	None	N