

2-0379

STORAGE

Bergen

Bergen County Employees and Freeholders

1983 - 1984

AGREEMENT

(white-collar)

LIDKAM
Institute of Management

BOARD OF CHOSEN FREEHOLDERS
and NJELU, LOCAL #1

JUL 29 1985

RUTGERS UNIVERSITY

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Handwritten notes:
Hok
J.P.M.
12/27/83

THIS AGREEMENT is made this *22nd* day of *February* 1983, between the BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BERGEN, hereinafter referred to as the "County", and the NEW JERSEY EMPLOYEES LABOR UNION, LOCAL #1, hereinafter referred to as the "Union."

WHEREAS, the parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours of work and all other conditions of employment for white-collar employees:

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 - RECOGNITION AND DEFINITIONS:

The County hereby recognizes the Union as the exclusive representative of the employees in the negotiating unit of all "white-collar" employees employed by the County of Bergen, but excluding all employees of the Bergen Pines County Hospital, *Park Commission* and employees of the Bergen County Superintendent of Elections and employees of the Bergen County Welfare Board, as well as craft workers, police and supervisors. Attached hereto as Schedule A is a list of all titles presently covered by this Agreement.

Handwritten signature:
A. J. H.

ARTICLE 2 - TERM OF AGREEMENT:

This Agreement shall be in force from January 1, 1983, through December 31, 1984.

ARTICLE 3 - COLLECTIVE NEGOTIATING PROCEDURE:

1. Collective negotiations with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly authorized negotiating agent of each of the parties. Not more than five (5) representatives of each party, plus counsel and two experts, shall participate in collective negotiating meetings, except by consent of both parties.

2. Collective negotiations for the contract period beginning January 1, 1985, shall commence on or about June 1, 1984.

3. Negotiating sessions shall begin at times which will permit at least five (5) consecutive hours of negotiation and shall continue for at least such period and the Union representatives (not exceeding the number shown in Section 1) on duty during the periods agreed upon for negotiations shall be permitted to attend that negotiating session and subsequent regularly scheduled negotiating sessions without loss of pay. No other payment will be made to Union representatives for the negotiating sessions.

ARTICLE 4 - MANAGEMENT RIGHTS:

Nothing in this contract shall abrogate the management rights of the elected or appointed officials in charge of the various departments of County government. Except as otherwise provided herein, the County retains the exclusive right to hire, direct and schedule the working force; to plan, direct and control operations; to discontinue, reorganize or combine any department with any consequent reduction or other changes in the working force observing demotional rights established by Civil Service; to hire and lay off employees in accordance with Civil Service procedures; to introduce new or improved methods or facilities regardless of whether or not the same cause a reduction in the working force, and in all respects to carry out the ordinary and customary functions of management, including the establishment of such operational rules as it shall deem advisable. Further, no management prerogative reserved solely to the discretion of the County of Bergen by the terms of this Agreement shall be made the subject of a grievance.

ARTICLE 5 - DISCRIMINATION AND COERCION:

There shall be no discrimination, interference or coercion by the County or any of its agents against the employees represented by the Union because of membership or activity in the Union. The Union, or any of its agents, shall not intimidate or coerce employees into membership. Neither the County nor the Union shall discriminate against any employee because of race, creed, color, age, sex or national origin.

ARTICLE 6 - SALARIES AND WAGES:

A. Effective as of the first payroll period of 1983, each employee shall receive a salary increase of 9.2% over the employee's salary as of the last payroll period of 1982, subject to the following:

i. Every employee shall receive a minimum salary increase of \$1,000.00;

ii. No employee shall receive a salary increase in excess of \$1,850.00.

B. Effective as of the first payroll period of 1984, each employee shall receive a salary increase of 9.2% over the employee's salary as of the last payroll period of 1983.

C. As to employees hired on 7/1/82 or thereafter or who received promotional appointments to titles in higher grades on 7/1/82 or thereafter, they shall receive their first salary increase of 9.2% ^{or \$1,000. WPA.} as of the first payroll period after completing six (6) months of employment with the County or after completing six (6) months of employment in the new title; thereafter, they shall receive salary increases as provided in paragraph B, above.

D. Attached hereto as Schedule B is a schedule of minimum and maximum salaries which may be paid for each title in the grades set forth therein.

ARTICLE 7 - SHIFT DIFFERENTIAL:

1. Employees in departments with shift operations shall be paid a shift differential of thirty (30) cents per hour for the last afternoon/evening shift (up to 12 midnight) and a shift differential of forty (40) cents per hour for late evening/early morning shift (after 12 midnight), if they work either shift.

2. In the event employees eligible for shift differential are required to work overtime, their overtime shall be computed with regard to base pay and not as to combination of base pay and shift differential.

3. Employees who are classified as not eligible for overtime or compensatory time off shall not be eligible for shift differential.

ARTICLE 8 - PAYMENT ON PROMOTIONS:

If an employee is promoted or transferred to a title in a grade higher than the grade at which the employee's former title was located, the employee shall receive a salary increase in an amount equal to five (5%) per cent of the employee's salary before the promotion or transfer occurred, but, in no event, shall the increase be less than the amounts set forth in the table below. If the County wishes to grant the employee a salary increase greater than as set forth herein, the County shall notify the Union of such action prior to date of approval.

<u>GRADE</u>	<u>INCREASE</u>
D05 through D08	\$460.00
D09 through D12	\$550.00
D13 through D17	\$650.00
D18 through D25	\$850.00

ARTICLE 9 - LONGEVITY:

A. During 1983, payments shall be made to employees with unbroken, continuous long-term service to the County as follows:

1. Employees completing 72 months (6 years) of service shall receive \$200.00;
2. Employees completing 108 months (9 years) of service shall receive \$400.00;
3. Employees completing 168 months (14 years) of service shall receive \$600.00;
4. Employees completing 228 months (19 years) of service shall receive \$800.00.

B. During 1984, payments shall be made to employees with unbroken, continuous long-term service to the County as follows:

1. Employees completing 72 months (6 years) of service shall receive \$200.00;
2. Employees completing 108 months (9 years) of service shall receive \$400.00;
3. Employees completing 168 months (14 years) of service shall receive \$800.00;
4. Employees completing 228 months (19 years) of service shall receive \$1,000.00.

C. Longevity payments shall be included as part of the base salary.

D. Part-time employees must work a minimum of twenty (20) hours per week to be eligible for longevity. They will receive that proportion of the longevity payment represented by the percentage of their hours of work compared to the standard work week.

E. Seasonal and per diem employees shall not be entitled to longevity.

ARTICLE 10 - HEALTH BENEFITS:

1. Seasonal and per diem employees shall not be entitled to these benefits.

2. Basic Medical/Hospital:

Premiums for the current State Health Benefits Plan provided during the year 1982 for County employees and their eligible dependents shall continue to be paid by the County. Employees must work at least twenty (20) hours per week to be eligible for such coverage.

3. Dental:

The County shall provide a Dental Benefits Insurance Program during the term of this Agreement sponsored by the New Jersey Dental Service Plan, Inc., being Program III-A, together with orthodontic coverage not to exceed \$800.00 per year, per case, being the same plan provided during the year 1982, with the full premium being paid by the County.

4. Disability:

The County shall provide a disability benefits insurance program during the term of this Agreement sponsored by Washington National Life Insurance Company or a company agreeable to both parties, subject to the following conditions:

A. The premium shall be paid in the following proportion: County - 5.00; employee - 3.40. Employees who choose to join the Program shall make payment through payroll deductions; it is understood and agreed that no employee shall be obliged to participate in the said Program.

B. The benefits to be provided shall be those as provided during the year 1982 and shall include benefits of 70% of the employee's weekly wage to a maximum of \$150.00 per week and there shall be a 45-day waiting period with a maximum of 52 weeks in payments and shall include disability due to pregnancy;

C. The cost to the County shall not exceed \$5.00/employee/month;

D. Such a plan, for the premium set forth, is available from a company authorized to write such a plan in the State of New Jersey.

E. An employee who becomes eligible for disability payment and who has sick leave accumulated shall be entitled to receive the disability payment, plus that amount of sick time required to give him/her his/her normal bi-weekly pay.

5. Prescription:

The County shall provide a prescription payment benefits insurance program during the term of this Agreement, through the Hospital Service Plan of N. J. (N. J. Blue Cross Plan) or through an insurance company acceptable to both the County and the Union or through a program of self-insurance, which program shall be acceptable to both the County and the Union, which plan shall provide the same or equal coverage as that provided to the employees of the Bergen Pines County Hospital and shall be subject to the following:

A. The first \$2.00 cost of the prescription shall be paid by the employee and the remainder of the cost shall be paid by the insurance company or the County;

B. Each prescription shall be for a supply of medication not to exceed thirty (30) days;

C. Full premium to be paid by the County.

6. In the event the County desires to enter into a program of self-insurance regarding coverage for the items set forth above, the parties agree to reopen negotiations solely as to this issue; provided, however, that no change in the Agreement shall be effective without the consent of both parties.

ARTICLE 11 - PERSONAL LEAVE:

1. Each employee shall be entitled to take one personal day in each year of this Agreement. Personal leave days may not be accrued. Department Heads must be notified in advance and, except in case of emergency, prior approval of the Department Head must be obtained.

2. Seasonal and per diem employees shall not be entitled to personal leave.

3. Employees must be employed for three (3) months before becoming eligible for personal leave.

ARTICLE 12 - WORK SCHEDULE, OVERTIME, COMPENSATORY TIME OFF:

1. The standard work week shall consist of five days, Monday through Friday, from 9:00 a.m. to 4:30 p.m., with one hour off for lunch. The total work week is 32-1/2 hours or 65 hours each two-week period.

2. Where a department has a shift operation, standard hours shall be established by the Department Head so as not to exceed 65 hours in each two-week pay period.

3. The Department Head shall have the right, for the efficient operation of County affairs, and subject to prior negotiation with the Union, to make changes in starting and stopping times of the daily work schedule so long as the total work week does not exceed 65 hours in each two-week period.

4. Overtime:

A. Employees in those titles on the attached Schedule A who are not eligible for overtime shall not be eligible for overtime during the term of this Agreement unless, on the date that overtime work is requested, such employees are receiving base salaries in an amount less than \$19,660.00 per annum during the year 1983 and \$21,470.00 during the year 1984, in which case they shall be eligible for overtime, if such overtime is authorized by the County Administrator or Assistant County Administrator.

B. Employees who are eligible for overtime and work such overtime shall be paid as follows:

(1) For hours worked beyond 32-1/2 hours per week and up to and including 40 hours per week, payment shall be at straight time.

(2) For hours worked in excess of 40 hours in one week, payment shall be at time and one-half.

(3) The employees' standard hourly rate (annual salary divided by 1,690 annual hours of work) shall be used in computation of overtime pay.

(4) Part-time workers shall not be entitled to time and one-half pay unless they work more than 40 hours in a week.

(5) When a snow emergency is declared by the Director, time worked by white-collar employees of that department, other than the normal working hours, shall be paid at time and one-half.

(6) When a holiday is observed during the regular bi-weekly pay period and the employee received pay for that day, those hours shall be included in the computation of overtime for that period.

(7) When an employee receives paid leave during the regular bi-weekly pay period, those hours shall be included in the computation of overtime for that period.

(8) When an employee is called back to duty at the end of a regular tour, the employee shall be entitled to a minimum payment of four (4) hours or the actual amount of time worked,

whichever is greater. The County may require the four (4) hours to be actually worked. This shall not apply in the case of employees required to work overtime immediately after a regular tour.

(9) When an employee, other than an employee in the exempt category, is required to work on a holiday, he/she shall receive time and one-half for the hours worked on the holiday plus the employee shall receive a day off for the holiday worked; or the employee shall receive standard time plus time and one-half for the hours worked. The option shall be that of the employee. This shall not apply to white-collar institutional workers, who shall receive straight time for the hours worked on the holiday, and, in addition, such employee shall either receive an alternate day off for the holiday worked; or the employee shall receive double time for the hours worked on such holiday.

(10) Overtime must be authorized by the Department Head or his designated deputy and entered on the weekly time sheets.

(11) Overtime earned may be credited to the employee's Compensatory Time Off account to the extent permitted in the section covering Compensatory Time Off and as limited by applicable Federal and state regulations. The taking of such Compensatory Time Off may be arranged only at the discretion of the Department Head.

C. Overtime List: Overtime shall be assigned by the Department Head on a rotating basis according to the appropriate job title for the work to be performed. An initial list shall be posted by the Department Head with employees' names arranged

according to seniority in each title. Overtime shall be offered to each employee beginning with the name first appearing on the said list and continuing through the list. If an employee does not choose to work overtime, his name shall be placed on the bottom of the overtime list. If an employee does not choose to be considered for any overtime, he/she shall so indicate to the Department Head in writing and thereafter overtime work shall not be offered to him or her. In the event that thereafter the employee shall desire to have his or her name again placed on the overtime list, he or she shall notify his or her department head and his or her name shall thereafter be restored to the bottom of the said list.

In case of an emergency, the Department Head shall have the right to call in any employee to work overtime.

5. Compensatory Time Off - Employees who work in excess of regular hours may elect to take CTO by the end of the pay period within which the extra hours were worked. If the extra hours are worked at straight time, CTO shall be taken in straight time, with the approval of the Department Head and subject to the needs of the department. If the extra time is in excess of forty (40) hours, the employee may elect to take off one and one-half (1-1/2) times the hours worked prior to the end of the pay period within which the said extra hours were worked, subject to the approval of the department head and the needs of the department.

ARTICLE 13 - PAY DURING ABSENCE:

1. **Unscheduled Absences** - If, for any reason, an employee is unable to report for duty, he/she must notify the Department Head as soon as possible, and before scheduled starting time. Irregular or poor attendance may be cause for disciplinary action. An employee absent from work without notification for five (5) consecutive working days will be considered to have resigned from the position. Such resignation is not considered to be in good standing.

2. **Scheduled Absences** - When an employee is on a Leave of Absence without pay for a period in excess of three (3) consecutive months in a calendar year, the annual salary increase shall not be paid upon return to active status, but shall be delayed for a period equal to the period of unpaid leave.

3. **Jury Duty** - A Leave of Absence shall be granted to an employee called for jury duty. This Leave of Absence shall not be charged against employee's vacation or sick leave privileges. For the time served on the jury, full pay will be given according to the basic rate of pay usually received for a standard work period. Fees received as a juror, other than meal and travel allowances, shall be returned to the County.

4. **Sick Leave:**

a. If the employee is unable to report to work due to illness or for any other reason, it is essential that the employee's Department Head or supervisor be notified, according to the department's procedure. Failure to give proper notification could result in disapproval of the request for sick leave or be considered as an unscheduled absence.

b. The cause for the employee's absence must be reported daily, unless adequate explanation and reason is provided to cover several days. In any sick leave of five (5) days or more, a doctor's certificate must be submitted if requested by the Department Head. The Department Head retains the right in sick leave cases under five (5) days to conduct an inquiry into the sick leave request or to require examination by a county physician if the Department Head has any questions as to the employee's condition.

c. Sick leave must be earned before it can be used. Should the employee require none or only a portion of the earned sick leave for any year, the amount not taken accumulates to the employee's credit from year to year during employment.

d. Sick leave is earned and accumulated in the following manner:

(1) One working day for each full month of service during the remaining months of the first calendar year of employment and fifteen (15) working days (1-1/4 per month) for each calendar year thereafter. If the employee begins work after the fourth day of the month, sick leave is not earned for that month.

e. Part-time employees are eligible for sick leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period.

f. Seasonal or per diem employees are not eligible for sick leave.

g. Sick leave may be granted for:

(1) Personal illness or accidental disability by reason of which the employee is unable to perform the usual duties of the position.

(2) Serious illness of member of the employee's immediate family or household (as defined in Funeral Leave) requiring the employee's attention and care. The circumstances of the illness should be of an emergency nature where the employee is required to be in direct attendance for a period not to exceed three (3) working days.

(3) In case of extended illness, the employee may use accrued Compensatory Time Off or Vacation Leave.

h. Accumulated sick leave is forfeited upon separation from County service, except as provided for under "Terminal Leave" hereinafter.

5. Injury Leave:

a. Injury Leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident, illness or injury which occurred while the employee was performing duties and which is compensable under the Workers Compensation statutes or any policy of Workers Compensation insurance applicable to the said employees.

b. All payments which shall be made concerning injury leave are subject to the same rules and regulations as Workers Compensation insurance and shall not be made if the accident is proved to have been due to intoxication or willfull misconduct on the part of the employee. If an employee, absent from work due to an accident, illness or injury which is covered by Workers Compensation insurance, willfully fails to fulfill all of the conditions necessary to receive compensation benefits, the employee shall not be entitled to payment of any injury leave benefits from the County until such conditions have been fulfilled.

c. After all injury leave is used, the employee may be granted additional injury leave only upon approval of the Board of Chosen Freeholders. After all injury leave is used, the employee may elect to use any sick leave, vacation or compensatory time due at the time of the injury.

d. Use of Injury Leave - Employees absent from duty due to an accident, illness or injury which is compensable under the Workers Compensation statutes or any policy of Workers Compensation insurance applicable to the said employees and who have completed three (3) months' service with the County will be compensated by the County on a bi-weekly basis at the regular base rate of pay for a period not in excess of 90 working days for each new and separate injury. Payments shall be made in either of the following ways:

i) A check issued by the County in the full sum of the employees' base salary. Upon receipt of compensation checks for temporary disability during the said 90-day period, the employees shall endorse those checks over to the County. Subject to it being permitted to do so by applicable Federal and state law or regulation, the County shall record that portion of the salary checks equal to the amount of the compensation checks covering partial disability as not being income to the employees for income tax purposes and the W-2 or similar forms sent to the employees at the conclusion of each year shall not show such payments as income.

ii) A check issued by the County in an amount equal to the difference between the employees' base salary and the amount of partial disability Workers Compensation insurance payments received by the employees during the said 90-day period.

If eligibility for such payments is contested by the County, eligibility will be based on the determination of the New Jersey Division of Workers Compensation under the terms of the New Jersey Workers Compensation Act.

e. Contested Injuries - Charges may be made against sick leave accrual, if any, in any case where the County is contesting the employee's eligibility for injury leave. In the event that the Workers Compensation Division determines in favor of the employee, sick leave so charged shall be recredited to the employee's sick leave accrual balance. In the event eligibility for payment is denied by the Workers Compensation Division, the employee shall be eligible to utilize sick leave accruals, if any, retroactive to the date of injury, and to use vacation leave.

f. Medical Proofs - In order to limit the obligation of the County for each new separate injury, the County may require the employee to furnish medical proof or submit to medical examination by the County at its expense to determine whether a subsequent injury is a new and separate injury or an aggravation of a former injury received while in the County service.

g. When an employee has suffered an injury while on duty, and is absent for five (5) days or more, it will be necessary for the employee to submit a written certification from a physician setting forth the nature of the injury and the physician's prognosis as to the length of time before the employee can return to duty.

i) Additional reports shall be filed from the physician every two weeks thereafter indicating the current status of the employee's health and the time of the employee's anticipated return to duty.

ii) In the absence of such certification, the employee shall be removed from injury leave.

6. Funeral Leave:

a. Employees shall be entitled to four (4) working days leave with pay to attend or make arrangement for the funeral of a member of their immediate family. Immediate family is defined as and limited to spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren or any other relative residing in the employee's household.

7. Terminal Leave:

a. Employees, upon retirement (Service Retirement, Accidental Disability Retirement, Ordinary Disability Retirement, Early Retirement and Deferred Retirement), or employees who terminate their service after reaching age 60, who are not covered by the Public Employee's Retirement System, shall be granted a terminal leave lump sum payment in accordance with Option 1 or Option 2, whichever is selected by the employee:

(1) Option 1 - One-half of the employee's earned and unused accumulated sick leave hours multiplied by the hourly rate of pay based upon the average base hourly pay received during the twelve-month period immediately prior to the effective date of retirement, provided, however, that no such lump sum payment shall exceed \$12,000.00.

(2) Option 2 - One day of pay, the hourly rate of pay having been computed as in Option 1 above, for each full year of service.

In addition, in the event of the death of an employee, the estate of that employee shall be eligible for terminal leave lump sum payment according to the option selected by the estate, provided that employee has been employed by the County for seven (7) consecutive years.

b. Part-time employees are eligible for this benefit providing they work a minimum of twenty (20) hours per week.

8. Leave of Absence:

a. Leave without Pay - A permanent employee, for reasons satisfactory to the County, may be granted a personal leave of

absence without pay or services credit for time absent for a period up to six (6) months. In exceptional circumstances, such leave may be extended for an additional six (6) months, provided it is considered to be in the best interest of the County.

(1) Ordinarily, a personal leave of absence or an excused absence will not be granted to an employee for the purpose of seeking or accepting employment with any other employer.

(2) Personal leaves of absence are granted with the understanding that the employee intends to return to County duty. If an employee fails to return within five (5) working days after the expiration of the leave or excused absence, the employee may be considered to have resigned and not in good standing.

(3) Employees on leave without pay for more than two weeks in any month will not receive paid health benefits, holiday pay, nor will they accrue sick and vacation time.

b. Maternity Leave - A female employee, upon her request may be granted permission to use accumulated sick leave for maternity purposes. In those instances where the employee's sick leave is limited and when requested by the employee, the County may approve a leave of absence without pay not to exceed six (6) months. Upon the employee's request, her department head shall schedule an appointment with the registered nurse in the Medical Clinic.

c. Military Duty Leave - If the employee has permanent employee status, a leave of absence without pay will be granted,

except for the first two weeks which will be with pay, if the employee is required to serve actively in any component of the Armed Forces of the United States or New Jersey. Military Duty Leave may extend to thr-e months after the employee's release from required military service. Sufficient proof of active military duty must be presented to the department head prior to requesting such leave.

d. Military Training Leave:

(1) A full-time or part-time probationary or permanent employee, who is a member of any component of the Armed Forces of the United States or New Jersey, and who is required to undergo Military Field Training for a period of up to two (2) weeks, upon request, shall be granted leave of absence with pay to take part in such training. The employee must provide a certified copy of orders for military training to the department head prior to requesting leave for such training. Any military pay received by the employee while on military training leave may be retained by the employee and shall be in addition to the regular salary which would have been received from the County had such training not been ordered. Except for employees in section (3) below, when military training leave is granted, it shall be in addition to any vacation leave, sick leave or compensatory time off to which an employee may be entitled.

(2) A full-time or part-time provisional or unclassified employee who has been continuously employed by the County for at least one full year, at the time such military

training is to commence, shall be granted a leave of absence with pay as provided in section (1) above.

(3) A full-time or part-time, temporary, provisional or unclassified employee who has not been continuously employed by the County for at least one full year at the time military training is to commence, may only be granted a leave of absence without pay, unless said employee chooses to utilize any accrued vacation leave or compensatory time off, for the duration, or any part of, the period of military field training.

ARTICLE 14 - VACATION:

1. Vacation leave is earned and accumulated in the following manner:

a. One day per month in the first calendar year for the first eleven (11) months and four (4) days in the twelfth month, provided the initial date of hire is on or before the fourth day of the month.

b. From the beginning of the second calendar year to and including the fifth year, employees earn vacation at the rate of 1-1/4 days per month (15 days per year).

c. From the beginning of the sixth year and thereafter, employees earn vacation at the rate of 1-2/3 days per month (20 days per year).

2. Part-time employees are eligible for vacation leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period and the employee's years of continuous service.

3. Seasonal or per diem employees are not eligible for vacation leave.

4. General:

a. When employees complete their first six (6) months of employment, they may ask to take the balance of their vacation leave for that calendar year. Beginning January 1, of each succeeding year of employment, employees may ask to use, in advance of earning, the full amount of vacation leave for that year. Any vacation time borrowed under this policy must be

earned back by the last pay period of that calendar year, otherwise any negative vacation balance will either be charged to available compensatory time off time or deducted from the employee's pay.

b. In event of termination of employment prior to repayment of advanced vacation leave, the necessary salary adjustment will be made on the employee's final paycheck.

c. Earned vacation leave for one calendar year may be carried over and used during the following calendar year only. Except upon termination of employment, the employee will not be allowed to receive pay in place of taking his/her earned vacation leave.

d. If an employee resigns with proper notice, or plans to retire, the employee may be paid for earned and unused vacation leave as of the effective date of termination. In no case may an employee be paid for more than two (2) years of unused vacation leave.

e. If an employee should die while employed, a sum of money equal to earned and unused vacation leave shall be paid to his estate.

f. The salary paid to an employee while on vacation leave will be the same amount the employee would have earned while working regular straight time hours during vacation period.

g. Employees on leaves of absence without pay for more than two (2) weeks in any month do not earn vacation leave for that month.

h. Employees on approved paid vacation leave or sick leave will continue to accrue vacation leave according to length of service and regular work schedule.

i. Seasonal and per diem employees are not eligible for vacation leave.

j. If a holiday, observed by the County, occurs during the period of the employee's vacation leave, it is not charged against the balance of the employee's vacation leave and the employee shall be entitled to an equivalent day off.

k. Every effort is made to arrange vacation schedules to meet the individual desire of all departmental employees. When there is conflict in the dates of proposed vacation schedules, preference is given to the employees with seniority. All requests for vacation leave must be approved by the employee's department head. The department head may require that vacations be scheduled in other than the summer months when the needs of the department require it.

l. Employees may receive their salary covering the period of vacation prior to commencing vacation to the extent that they have earned and accrued such vacation time and provided that at least a one-week vacation is to be taken and the employee has notified his or her department head at least thirty (30) days prior to the commencement of the vacation.

ARTICLE 15 - HOLIDAYS:

1. The County agrees to furnish the following holidays with pay to all employees covered by this Agreement:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Armistice/Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

2. Holiday Schedule:

<u>Holiday</u>	<u>Will be observed on</u>
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Columbus Day	Second Monday in October

3. General:

A. If a holiday falls during an employee's vacation, an additional day of vacation shall be granted. If a holiday falls on a Sunday, it will be observed on the following Monday; if a holiday falls on a Saturday, it will be observed on the preceding Friday.

B. Holidays falling within a period of paid absence will entitle the employee to pay for such holidays. Periods of paid absence are: Sick Leave, Terminal Leave, Jury Duty Leave, Compensatory Time Off, Vacation Leave, Funeral Leave.

C. Holidays falling during the unpaid leave of absence will not be credited.

D. A Department Head, for good cause, may disallow holiday pay for any employee who does not work the day before or the day following a holiday.

E. Those full-time employees not expressly exempted from overtime who work on a holiday shall receive, at the option of the employee, either: i) payment at a rate of time and one-half for all hours worked plus an additional day off for the day worked, or, ii) standard time plus time and one-half for the hours worked. This shall not apply to white-collar institutional workers, who shall receive compensation as set forth in the Article herein entitled "Work Schedule, Overtime, Compensatory Time Off." Employees may request equivalent compensatory time off in lieu of pay for all hours worked on the holiday.

F. Part-time employees shall be paid for holidays at a straight time rate in an amount equal to what they would have received if the day on which the holiday fell would have been a regular working day.

G. Seasonal and per diem employees are not entitled to holidays.

ARTICLE 14 - PENSION:

The County shall continue in effect the pension plan offered to its employees in 1982, which is described, in part, as follows:

1. Membership in the contributory pension plan is compulsory for and only offered to permanent or unclassified employees of the County who earn more than \$300 a year. The payment of any retirement, death or disability benefits under the pension plan is separate and in addition to the Social Security entitlement for which the retiring member or beneficiary may qualify. Pension planning and advisory service are available in the Personnel Department. Employees are encouraged to make use of this service early in their careers.

2. Employees who are required to join the Retirement System receive free life insurance without medical examination under the Group Life Insurance Plan of the Retirement System. In addition, any employee under sixty (60) years of age, who is required to join the Retirement System, must also subscribe to the Contributory Life Insurance Plan of the Retirement System during the first year of pension membership. After one year, the employee may choose to drop the additional Contributory Life Insurance, but once it is terminated, it cannot be reinstated. The employee's rate of contribution for this additional Life insurance is $\frac{3}{4}$ of 1% of base salary.

3. The total amount of life insurance payable to the employee's estate depends upon three things: annual salary, age and pension membership status at time of death. If actively employed at the time of death, insurance coverage is 1-1/2 times

the employee's annual salary or three times if the employee has Contributory Life Insurance coverage in the final year of service. Upon retirement, life insurance coverage is continued for the retiree without cost to him, but the total amount of coverage is reduced.

ARTICLE 17 - SUSPENSION AND GRIEVANCE PROCEDURE:

1. Major Suspensions:

A. In any case where a permanent employee in the classified service, as defined in Title II of the Civil Service regulations of the State of New Jersey or where a temporary or provisional employee who has been employed by the County for at least 90 days is suspended by the County for a period of more than five (5) days at one time or receives suspensions or fines more than three (3) times or for an aggregate of more than fifteen (15) days in one calendar year or is demoted or is removed from his position, he or she shall be issued a Preliminary Notice of Disciplinary Action. The employee shall have a right to appeal for a hearing before a hearing Board of the Board of Chosen Freeholders and shall file a written notice of such appeal with the County Administrator. The hearing board shall be the standing committee which has jurisdiction over the department of the employee seeking the appeal. The hearing board shall conduct a hearing and shall make specific findings of fact and report those findings to the Board of Chosen Freeholders of Bergen County for its final consideration and determination. The procedures set forth in the Civil Service Rules for the State of New Jersey shall also be applicable to those employees who are subject to such Rules.

B. The Union shall have the right to represent any employee requesting representation, but individual employees shall have the right to elect to represent themselves.

C. The request for a hearing shall set forth in writing a statement by the employee of the facts relating to the suspension, fine, demotion or removal.

D. A County employee not in the classified service, defined in the Civil Service Rules for the State of New Jersey and not serving in a title set forth on Schedule A, attached hereto, and who was appointed by Resolution of the Board of Chosen Freeholders of Bergen County and who is serving at the pleasure of said Board is hereby excluded from the procedures set forth herein and nothing contained herein is intended to give said employee any right of a hearing or to an appeal.

2. Grievances and Minor Suspension:

A. Any grievance relating to the position, wages or working conditions of an employee, including suspension for less than five days, fines, demotions and other disciplinary actions not covered in paragraph 1 above, shall be handled in the manner set forth below and at all stages of the grievance procedure, the employee may elect to be represented by the Union or to represent himself or herself.

(1) The employee should discuss the grievance with his/her immediate supervisor. If the employee or the Union is not satisfied with the result of the discussion, the employee or the Union may file a written notice of grievance with the department head. If, for any reason, the employee does not wish to discuss the grievance with the supervisor, the employee or the Union may begin the procedure with the written notice to the department head.

(2) The department head shall make a determination on the grievance within five (5) days of the date it is received and shall advise the employee and the Union of the decision in writing.

(3) The employee or the Union may appeal the decision of the department head by appealing to the County Administrator, forwarding copies of all previous writings on the matter. The County Administrator shall determine whether a hearing is necessary on the grievance and if the Administrator finds that a hearing is needed, may either conduct the hearing or assign it to a Hearing Officer. The County Administrator shall decide the matter within ten (10) days after the final date of the hearing and shall issue a written decision to the employee and the Union.

(4) If the decision of the County Administrator is not satisfactory to the employee or the Union, the employee or the Union shall have the right to submit only such grievances which are claimed violations, misinterpretation or misapplication of the terms of this agreement and the County's policies directly affecting the employees of the Union to an arbitrator appointed by the parties from the arbitration panel maintained by the Public Employment Relations Commission of the State of New Jersey. The employee or the Union must deliver written notice of its decision to appeal to the County Administrator within ten (10) days of the receipt by the employee and the Association of the County Administrator's decision. The arbitrator shall have full power to hear the grievance and make a final decision, which decision shall neither modify, add to nor subtract from the terms of the agreement and the referenced policies.

The decision shall be rendered within thirty (30) days after completion of the hearing and shall be binding on both parties. The cost of the arbitrator and his expense shall be borne equally by both parties, unless otherwise provided by law.

ARTICLE 18 - RELEASED TIME:

In order to provide the orderly handling of grievance matters, the President, Grievance Chairperson, and the Chairperson of the Board of Directors of the Union, or their respective designees, shall be released from their County duties for reasonable periods of time for the purpose of handling such grievance matters.

ARTICLE 19 - SENIORITY RIGHTS:

1. Permanent employees shall be entitled to recognition for seniority with respect to changes in job assignment, hours or working conditions within that title only.

2. Seniority shall be based on Civil Service title seniority which shall commence with the date of certification in that title and in those instances where none of the employees involved have been certified as permanent employees by the Civil Service Commission, seniority shall be based upon length of service with the County.

3. As to any employees working at the office of the Superintendent of Elections and the Commission of Registration who received their first Civil Service certifications during the year 1975, seniority rights, as among themselves, shall be based upon the length of service in the job or title, whose duties were substantially similar to the duties under the title in which such employees were certified by Civil Service. The above is subject to the rules and regulations of the Civil Service Commission.

ARTICLE 20 - SHIFT CHANGES:

Wherever possible, shift changes will be made at regularly scheduled times established by the department head, except in cases of emergency.

ARTICLE 21 - DUES AND AGENCY SHOP CHECKOFF:

Payroll deductions for dues may be made upon the submission by the Union of notification by the employee authorizing the deduction of dues from pay. The County Treasurer shall forward dues to the Union at regular intervals. Employees shall have the right to withdraw authority for deduction of dues in accordance with New Jersey State Statutes.

The County shall deduct from the pay of all County employees covered by this Agreement, who are non-members of the Union or who have not submitted to the County written notices authorizing the deduction of dues from the employees' pay, the maximum amount permitted by law in lieu of dues to the Union and shall forward that amount to the Union at regular intervals.

ARTICLE 22 - OUT OF TITLE WORK:

In the event a permanent employee is temporarily assigned by the department head to perform duties which are not set forth in the employee's job description and which are duties set forth in a higher title and the employee performs those duties during fifty per cent (50%) of his/her working time, over a period in

excess of consecutive four (4) months, the employee shall be forthwith provisionally appointed by the County to the said higher title and shall be paid accordingly, pending the results of a Civil Service promotional examination. If the employee, as a result of the promotional examination, is not eligible for permanent appointment in the said title, the employee will revert to the previous title and any increase in wages received as a result of the provisional appointment shall be terminated and the employee shall not thereafter be required to perform the duties of the said higher title.

ARTICLE 23 - PERSONNEL FILE:

All entries in an employee's personnel file shall be contained in both the County Personnel Department file and the operating department's file, if one exists. No entries, notations, documents, etc., shall be placed in a department file which are not also placed in the County Personnel file. No entries, notations, documents, etc., which reflect on the employee's ability, performance or character shall be placed in a department file or in the County Personnel file without first having been shown to the employee and the employee having been given the opportunity to place his or her initials thereon.

ARTICLE 24 - LAYOFFS:

1. In the event layoffs become necessary, the provisions of the New Jersey Department of Civil Service Administration Rules 4:1-16 to 4:1-16.6 shall be followed.

2. Notice shall be forwarded to the Union by the County Administrator of any general layoffs or of any layoffs limited to one or more departments at least forty-five (45) days before such layoffs are due to become effective. Copies of the layoff notices to individual employees shall also be forwarded to the Union.

ARTICLE 25 - USE OF PERSONAL VEHICLE:

Whenever an employee is required to use his or her own vehicle on County business, he or she shall be compensated for such usage at the rate of \$.20 per mile. In addition, employees shall be paid an additional one cent per mile for each 15-cent increase in the retail price of a gallon of gasoline over and above such price as of 1/1/83. The computation of such increase shall be based upon the average price of a gallon of gasoline sold at three retail gasoline stations in Bergen County to be agreed upon by the parties.

ARTICLE 26 - TUITION REIMBURSEMENT:

The County shall reimburse employees for the cost of tuition incurred by them for courses taken at an accredited institution of learning, provided:

a. the course is directly job-related and has received the prior approval of the employee's department head and the County Administrator, which approval shall not be unreasonably withheld;

b. the course or its equivalent is not offered by the County, at no cost to the employee;

c. the cost to the County shall not exceed \$35/credit;

d. no employee shall be entitled to reimbursement for more than six (6) credits/year;

e. the employee has successfully completed the course and proof thereof has been furnished to the County.

ARTICLE 27 - LICENSE COST REIMBURSEMENT:

A. The County shall reimburse employees for the cost of non-professional licenses required by the County, so that the employees may perform their duties as set forth in their titles or as assigned by the County, provided:

i. no employee shall be entitled to reimbursement for the cost of an ordinary motor vehicle driver's license.

B. The following are examples of licenses, the cost of which would be reimbursed by the County: articulated motor vehicle driver's licenses (provided the employee is assigned duties requiring such a license),

ARTICLE 28 - PHYSICAL EXAMINATIONS:

A. Each employee shall be entitled to receive a physical examination to be conducted at Bergen Pines County Hospital or another site mutually agreed upon by the County and the Union, consisting of the following: chest x-ray; SMA series of blood tests (23 in number); urine analysis; EKG; blood pressure test. In addition, female employees may have a breast examination and PAP smear test. All or any portion of the testing may be voluntary on the part of the employee.

B. Each employee desiring a physical examination shall so indicate, in writing, to his/her department head on or before May 1 of each year; the physical examination shall be scheduled by the County on or before September 1 of each year.

C. Each employee shall cooperate with the County as to any possible reimbursement which the County may be able to secure from any insurance company affording coverage to the employee, the premiums for which insurance coverage are paid by the County.

D. Examinations shall be scheduled at the reasonable, mutual convenience of the affected parties.

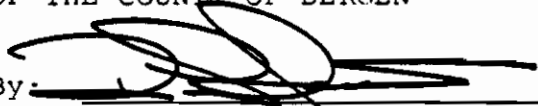
E. The employee shall not be entitled to any salary or other payment, if the examination is required to be scheduled outside of the employee's normal working hours.

ARTICLE 29 - CONTINUATION OF CONTRACT PROVISIONS:

All of the provisions of this Agreement shall continue in full force and effect beyond the stated expiration date set forth herein until a successor Agreement is executed and becomes effective.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested by their proper corporate officers and their corporate seal to be affixed and have hereunto set their hands and seals the day and year first above written.

BOARD OF CHOSEN FREEHOLDERS
OF THE COUNTY OF BERGEN


By: 

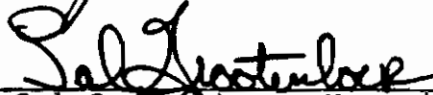
ATTEST:

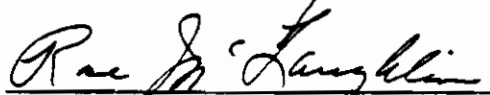


Clerk to the Board of
Chosen Freeholders

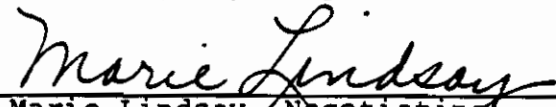
NEW JERSEY EMPLOYEES LABOR
UNION, LOCAL #1

By: 
AGNITA HASTINGS, President

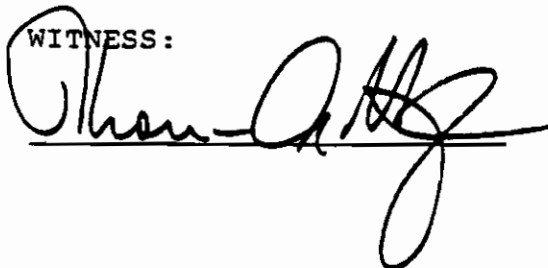

Sal Grootenboer, Negotiating
Committee Member


Rose McLaughlin, Negotiating
Committee Member


Charles Maita, Negotiating
Committee Member


Marie Lindsay, Negotiating
Committee Member

WITNESS:



BERGEN COUNTY
 WHITE COLLAR - MINIMUMS AND MAXIMUMS
 Effective 1/1/84

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
D05	\$ 8,741.	Actual salary to highest paid employee in title in each grade.
D06	\$ 8,873.	
D07	\$ 8,943.	
D08	\$ 9,014.	
D09	\$ 9,291.	"
D10	\$ 9,446.	
D11	\$ 9,836.	
D12	\$10,230.	
D13	\$10,850.	
D14	\$11,288.	
D15	\$11,766.	
D16	\$12,359.	
D17	\$13,068.	"
D18	\$13,922.	
D19	\$14,210.	
D20	\$14,543.	
D21	\$15,398.	
D22	\$16,309.	
D23	\$17,285.	
D24	\$18,331.	
D25	\$19,234.	

BERGEN COUNTY
 WHITE COLLAR - MINIMUMS AND MAXIMUMS
 Effective 1/1/83

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	Actual salary to highest paid employee in title in each grade.
D05	\$8,005		
D06	\$8,125		
D07	\$8,190		
D08	\$8,255		
D09	\$8,508		
D10	\$8,650		
D11	\$9,007	"	"
D12	\$9,368		
D13	\$9,936		
D14	\$10,337	"	"
D15	\$10,775		
D16	\$11,318		
D17	\$11,967		
D18	\$12,749	"	"
D19	\$13,013		
D20	\$13,318		
D21	\$14,101		
D22	\$14,935		
D23	\$15,829		
D24	\$16,787	"	"
D25	\$17,614		

SCHEDULE AD-1

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
00001	ACCOUNT CLERK	8
00003	ACCOUNT CLERK TYPING	8
00005	ACCOUNTING ASSISTANT	18*
00010	ADMINISTRATIVE ANALYST	14
00033	ADMINISTRATIVE CLERK CIVIL DEFENSE	13
00038	ADMINISTRATIVE CLERK COUNTY CLERK'S OFFICE	18*
00089	ADMINISTRATIVE CLERK PROSECUTORS OFFICE	18*
00092	ADMINISTRATIVE CLERK PUBLIC WORKS	18*
00103	ADMINISTRATIVE CLERK SHERIFFS OFFICE	18*
00104	ADMINISTRATIVE CLERK SURROGATES OFFICE	18*
00107	ADMINISTRATIVE CLERK TREASURERS	18*
00119	ADMINISTRATIVE SECRETARY BOARD OF TAXATION	19*
00136	ADMINISTRATIVE SECRETARY COUNTY COUNSEL	19*
00138	ADMINISTRATIVE SECRETARY COUNTY SUPERINTENDENT OF SCHOOLS OFFICE	19*
	ADMINISTRATIVE SECRETARY COURT ADMINISTRATOR	19*
	ADMINISTRATIVE SECRETARY DEPUTY COUNTY ADMINISTRATOR	19*
00149	ADMINISTRATIVE SECRETARY DISTRICT COURT	21*
00189	ADMINISTRATIVE SECRETARY PERSONNEL	19*
04768	ADMINISTRATIVE SECRETARY PUBLIC WORKS	19*
	ADMINISTRATIVE SECRETARY REGISTRATION AND ELECTIONS	19*
	ADMINISTRATOR, CULTURAL AND HERITAGE AFFAIRS	17*
04651	AGENCY AIDE	6
	AIDE TO PRESIDING JUDGE (DISTRICT COURT)	DUA* ANNUAL \$350
00248	ALCOHOLISM COUNSELOR	16
00259	ANALYST (GRANT APPLICATIONS)	19*

* TITLES EXEMPT FROM OVERTIME AND CTO.

SCHEDULE AD-2

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
	ANIMAL SERVICES REPRESENTATIVE	8
00278	ARCHITECTURAL DRAFTSMAN M/W	18*
00326	ASSISTANT BUDGET EXAMINER	17*
00354	ASSISTANT CHIEF CLERK	17*
00370	ASSISTANT CHIEF CLERK PROBATION	17*
00397	ASSISTANT CHIEF MECHANIC VOTING MACHINES	19*
00435	ASSISTANT COORDINATOR FOR FEDERAL AND STATE AID	17*
	ASSISTANT CUSTODIAN AND CHIEF MECHANIC VOTING MACHINES	20*
00451	ASSISTANT CUSTODIAN VOTING MACHINES	19*
00518	ASSISTANT ENGINEER	19*
	ASSISTANT FAMILY DAY CARE COORDINATOR	11
00645	ASSISTANT PLANNER	16
	ASSISTANT PLANNER, DATA MANAGEMENT	16
00646	ASSISTANT PLANNER, TRANSPORTATION	16
00777	ASSISTANT SUPERVISOR OF SENIOR CITIZENS ACTIVITIES	13
	AUDIO VISUAL SPECIALIST	15
00888	BOOKBINDER	14
00890	BOOKKEEPING MACHINE OPERATOR	9
04753	BOOKKEEPING MACHINE OPERATOR AND CASHIER	10
00893	BOOKKEEPING MACHINE OPERATOR TYPING	9
00891	BOOKKEEPING MACHINE OPERATOR AND CASHIER TYPING	10
00963	CANCELLATION CLERK	11
04749	CANCELLATION CLERK TYPING	11
00976	CASHIER	9

* TITLES EXEMPT FROM OVERTIME AND CTO.

SCHEDULE AD-3

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
00981	CASHIER TYPING	9
01204	CHIEF SANITARY AND PLUMBING INSPECTOR	22*
01245	CLERK	5
01254	CLERK BOOKKEEPER	8
01256	CLERK BOOKKEEPER TYPING	8
01260	CLERK STENOGRAPHER	8
01266	CLERK TRANSCRIBER	7
01268	CLERK TYPIST	6
01280	CLINICAL PSYCHOLOGIST	20*
01306	COMMUNITY RELATIONS SPECIALIST	17*
	COMMUNITY RESOURCES ASSISTANT OFFICE ON AGING	16
01313	COMMUNITY SERVICE AIDE	9
01316	COMMUNITY SERVICE PLANNER (AGING)	16
01319	COMMUNITY SERVICE WORKER	16
01330	COMPUTER OPERATOR	12
01330	COMPUTER OPERATOR (P/T)	DUA PER HOUR \$4.00
	COOPERATIVE PURCHASING COORDINATOR	15
04716	COORDINATOR OF MONITORING AND EVALUATION	20*
01366	COORDINATOR OF SCHOOL TRANSPORTATION SERVICES	15
	COORDINATOR, PARENT GROUP	AND \$6.00/HOUR
01379	COST ESTIMATOR PROPERTY IMPROVEMENT	17*
01384	COUNSELING ASSISTANT PRETRAIL INTERVENTION PROGRAM	14
01423	COUNTY RADIOLOGICAL DEFENSE COORDINATOR CIVIL DEFENSE (P/T) AND ANNUAL \$1,629	
01430	COURT ATTENDANT (P/T)	AND \$50.00/DAY
01468	DATA CONTROL CLERK	9

* TITLES EXEMPT FROM OVERTIME AND CTO

SCHEDULE AD-4

<u>COOE</u>	<u>TITLE</u>	<u>GRADE</u>
01470	DATA CONTROL CLERK TYPING	9
05039	DATA ENTRY MACHINE OPERATOR (KEYPUNCH)	9
05035	DATA ENTRY MACHINE OPERATOR (TERMINAL)	8
01474	DATA PROCESSING PROGRAMMER	15
01534	DIETICIAN	15
	DIRECTOR, PARENT WORKSHOP	20*
01673	DOCKET CLERK	7
01675	DOCKET CLERK TYPING	7
01679	DRAFTSMAN M/W	10
	ECONOMIC DEVELOPMENT ASSISTANT	17*
01693	ELECTIONS CLERK	9
01695	ELECTIONS CLERK TYPING	9
01735	ENGINEERING DRAFTSMAN M/W	10
01740	ENVIRONMENTAL PLANNER	18*
01742	ENVIRONMENTAL SPECIALIST	17*
01776	EXAMINER EDUCATION CREDENTIALS	14
04586	EXECUTIVE ASSISTANT	20*
01803	FAMILY COUNSELOR	20*
	FAMILY DAY CARE COORDINATOR	17*
	FAMILY INTEGRATION SPECIALIST, ALTERNATIVES TO DOMESTIC VIOLENCE	20*
	FAMILY INTEGRATION SUPERVISOR, ALTERNATIVES TO DOMESTIC VIOLENCE	20*
	FIELD COORDINATOR VICTIM WITNESS ASSISTANCE UNIT	16
01811	FIELD REPRESENTATIVE COUNTY BOARD OF TAXATION	12
01812	FIELD REPRESENTATIVE DISEASE CONTROL	17
01816	FIELD REPRESENTATIVE HEALTH EDUCATION	17*
01818	FIELD REPRESENTATIVE HOUSING REHABILITATION	18*

<u>CODE</u>	<u>TITLE</u>	<u>SCHEDULE A</u>	<u>GRADE</u>
	FIELD REPRESENTATIVE OFFICE FOR CHILDREN		15
01826	FIELD REPRESENTATIVE SENIOR CITIZENS PROGRAM		16
01842	FIRE INSTRUCTOR		15
01842	FIRE INSTRUCTOR (P/T)	AND PER DIEM \$32/\$34	
	GERIATRIC COUNSELOR		16
01926	GRADUATE NURSE		16
01930	GRADUATE NURSE PUBLIC HEALTH		17
	GRANTS SPECIALIST		14
01932	GRAPHIC ARTIST		16
	GROUP HOME COORDINATOR		20*
01981	HEALTH EDUCATOR		20*
01985	HEALTH INSURANCE BENEFITS CLERK		13
	HEALTH SERVICES PLANNER		17
02038	HISTORIAN (P/T)		\$6/HOUR
	HOME IMPROVEMENT SPECIALIST AIDE		15
02040	HOME LOAN ADVISOR		16
02091	INDEX CLERK		9
02092	INDEX CLERK TYPING		9
04639	INDEX CLERK AND KEYPUNCH MACHINE OPERATOR		9
02153	INSTRUCTOR OF IN-SERVICE NURSING		19*
	INTAKE SPECIALIST, ALTERNATIVES TO DOMESTIC VIOLENCE		17*
	INTERMEDIATE ANIMAL SERVICES REPRESENTATIVE		9
02171	INTERVIEWER PRE TRIAL INTERVENTION PROGRAM TYPING		14
02172	INTERVIEWER VETERANS SERVICE BUREAU		11
	INVENTORY CLERK COURT RECORDS		13
02174	INVENTORY CONTROL CLERK		9
02181	INVESTIGATOR CONSUMER PROTECTION		13
02182	INVESTIGATOR COUNTY ADJUSTERS		13

* TITLES EXEMPT FROM OVERTIME AND CTO.

SCHEDULE AD-6

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
04842	INVESTIGATOR COURTS	13
02196	INVESTIGATOR PROBATION	15
02202	INVESTIGATOR REGISTRATION AND ELECTIONS	13
02217	JOB DEVELOPER (OFFICE OF THE HANDICAPPED)	12
02222	JUNIOR LIBRARY ASSISTANT	10
	JURY MANAGEMENT CLERK	13
02234	KEYPUNCH MACHINE SUPERVISOR	16
02279	LEGAL STENOGRAPHER	12
02320	MAIL CLERK	6
02390	MANAGEMENT SPECIALIST	17*
02446	MECHANIC VOTING MACHINES	14
02499	MESSENGER	6
02504	MICROFILM OPERATOR	7
02506	MICROFILM SYSTEMS SUPERVISOR	16
	MUNICIPAL COURT LIAISON	15
02552	NATURALIZATION CLERK	12
02553	NATURALIZATION CLERK TYPING	12
02571	OFFSET MACHINE OPERATOR	11
02593	PARALEGAL SPECIALIST	13
	PARENT GROUP COORDINATOR	\$6./HOUR
02636	PAYROLL SUPERVISOR	16
	PENSION FUND SUPERVISOR	16
02649	PERSONNEL CLERK	8
04614	PERSONNEL CLERK TYPING	8
02655	PERSONNEL TECHNICIAN	17*
02668	PHOTOSTAT OPERATOR	7
02685	PLANNING AIDE	10

* TITLES EXEMPT FROM OVERTIME AND CTO.

SCHEDULE AD-7

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
	PRETRIAL INTERVENTION COORDINATOR	16
02755	PRINCIPAL ACCOUNT CLERK	13
02756	PRINCIPAL ACCOUNT CLERK STENOGRAPHY	14
02757	PRINCIPAL ACCOUNT CLERK TYPING	14
02766	PRINCIPAL BOOKKEEPING MACHINE OPERATOR	13
02771	PRINCIPAL CASHIER	14
04740	PRINCIPAL CASHIER TYPING	14
02773	PRINCIPAL CLERK	13
02781	PRINCIPAL CLERK TYPIST	13
02775	PRINCIPAL CLERK BOOKKEEPER	13
02775	PRINCIPAL CLERK BOOKKEEPER (TREASURERS OFFICE)	15
02777	PRINCIPAL CLERK STENOGRAPHER	14
02779	PRINCIPAL CLERK TRANSCRIBER	13
04711	PRINCIPAL DATA CONTROL CLERK TYPING	15
	PRINCIPAL DATA ENTRY MACHINE OPERATOR KEYPUNCH	15
02790	PRINCIPAL DATA PROCESSING PROGRAMMER	21*
04697	PRINCIPAL DATA PROCESSING SYSTEMS PROGRAMMER	21*
02792	PRINCIPAL DOCKET CLERK TYPING	13
02793	PRINCIPAL ELECTIONS CLERK	14
	PRINCIPAL ELECTIONS CLERK TYPING	14
02794	PRINCIPAL ENGINEER	25*
02795	PRINCIPAL ENGINEER BRIDGES	25*
02797	PRINCIPAL ENGINEER HIGHWAY	25*
02798	PRINCIPAL ENGINEER HYDRAULIC	25*
02802	PRINCIPAL ENGINEER STRUCTURAL	25*

* TITLES EXEMPT FROM OVERTIME AND CTO.

SCHEDULE AD-8

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
02803	PRINCIPAL ENGINEER TRAFFIC	25*
02809	PRINCIPAL ENGINEERING DRAFTSMAN M/W	19*
02817	PRINCIPAL INDEX CLERK	13
02819	PRINCIPAL LEGAL STENOGRAPHER	15
02827	PRINCIPAL OFFSET MACHINE OPERATOR	16
04734	PRINCIPAL PAYROLL CLERK TYPING	15
	PRINCIPAL PERSONNEL CLERK TYPING	13
02837	PRINCIPAL PLANNER	20*
02839	PRINCIPAL PLANNER TRANSPORTATION	20*
02841	PRINCIPAL PLANNING DRAFTSMAN M/W	17*
02864	PROBATE ASSISTANT	9
02865	PROBATE CLERK	15
02870	PROCESS SERVER	13
	PROGRAM COORDINATOR ALTERNATIVE TO DOMESTIC VIOLENCE	20*
	PROGRAM COORDINATOR CULTURAL HERITAGE EVENTS	16
	PROGRAM DEVELOPMENT SPECIALIST	16
02871	PROGRAM ANALYST	16
04700	PROGRAM MONITOR	16
	PROJECT DIRECTOR, FREEHOLDER SENIOR CITIZEN CENTER	18*
02894	PROPERTY CLERK	14
02912	PUBLIC HEALTH NURSE	18
02915	PUBLIC HEALTH NURSE SUPERVISOR	20*
02916	PUBLIC HEALTH NUTRITIONIST	20*
02952	PURCHASING ASSISTANT	16
	RADIO DISPATCHER (PUBLIC WORKS)	8
02976	RECEPTIONIST	6

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SCHEDULE AD-9

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
02981	RECEPTIONIST TYPING	6
02982	RECORDS RETRIEVAL OPERATOR	9
02983	RECREATION AIDE	10
02993	RECREATION LEADER	10
03009	RECREATION LEADER SOCIAL RECREATION	10
03040	RECREATION THERAPIST	15
03069	RESEARCH ASSISTANT	14
03081	RIGHT-OF-WAY NEGOTIATOR	18*
03096	SANITARY AND PLUMBING INSPECTOR	18
03097	SANITARY INSPECTOR	17
03127	SECRETARIAL ASSISTANT	15
03146	SECRETARY REGISTRATION AND ELECTIONS	14
03165	SENIOR ACCOUNT CLERK	10
03168	SENIOR ACCOUNT CLERK TYPING	10
03173	SENIOR ADMINISTRATIVE ASSISTANT	18*
	SENIOR ANALYST ECONOMIC DEVELOPMENT	20*
	SENIOR ANIMAL SERVICES REPRESENTATIVE	10
03213	SENIOR BOOKBINDER	17
03214	SENIOR BOOKKEEPING MACHINE OPERATOR	10
03234	SENIOR CANCELLATION CLERK TYPING	12
03236	SENIOR CASHIER	13
03237	SENIOR CASHIER TYPING	13
03247	SENIOR CLERK	9
03249	SENIOR CLERK BOOKKEEPER	10
03250	SENIOR CLERK BOOKKEEPER TYPING	10
03250	SENIOR CLERK STENOGRAPHER	10

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SCHEDULE AD-10

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
03255	SENIOR CLERK TRANSCRIBER	9
03256	SENIOR CLERK TYPIST	9
03259	SENIOR CLINICAL PSYCHOLOGIST	24*
03268	SENIOR COMMUNITY SERVICE PLANNER	17*
04668	SENIOR COMMUNITY SERVICE PLANNER AGING	17*
03269	SENIOR COMMUNITY SERVICE WORKER	17*
03271	SENIOR COMPUTER OPERATOR	14
03276	SENIOR COST ESTIMATOR PROPERTY IMPROVEMENT	20*
03294	SENIOR DATA CONTROL CLERK	11
03295	SENIOR DATA PROCESSING PROGRAMMER	19
03298	SENIOR DOCKET CLERK	10
03300	SENIOR DOCKET CLERK TYPING	10
03301	SENIOR DRAFTSMAN M/W	14
03305	SENIOR ELECTIONS CLERK TYPING	10
03317	SENIOR ENGINEER, HIGHWAY	21*
03322	SENIOR ENGINEERING DRAFTSMAN M/W	15
03330	SENIOR FIELD REPRESENTATIVE, COUNTY BOARD OF TAXATION	18*
03336	SENIOR FIRE INSTRUCTOR	16
	SENIOR GERIATRIC COUNSELOR	17*
03374	SENIOR INDEX CLERK	11
03375	SENIOR INDEX CLERK AND KEYPUNCH MACHINE OPERATOR	11
03391	SENIOR INVESTIGATOR COUNTY ADJUSTERS	16
03390	SENIOR INVESTIGATOR CONSUMER PROTECTION	16
	SENIOR INVESTIGATOR COURTS	16
03394	SENIOR INVESTIGATOR PROBATION	17
	SENIOR INVESTIGATOR REGISTRATION AND ELECTIONS	16

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SCHEDULE A

D-11

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
03396	SENIOR KEYPUNCH MACHINE OPERATOR	10
03405	SENIOR LEGAL STENOGRAPHER	14
03416	SENIOR LIBRARY ASSISTANT	13
04905	SENIOR LOAN ADVISOR PROPERTY IMPROVEMENT	18*
03424	SENIOR MAIL CLERK	9
03477	SENIOR MICROFILM OPERATOR	11
	SENIOR NATURALIZATION CLERK TYPING	14
03486	SENIOR OFFSET MACHINE OPERATOR	13
03497	SENIOR PAYROLL CLERK TYPING	11
03510	SENIOR PLANNER	18*
03511	SENIOR PLANNER TRANSPORTATION	18*
03512	SENIOR PLANNING AIDE	13
03527	SENIOR PROBATE CLERK	17
04508	SENIOR PROGRAM ANALYST	19*
03536	SENIOR PUBLIC HEALTH NURSE	19
03554	SENIOR RECEPTIONIST TYPING	9
03559	SENIOR RECREATION THERAPIST	16
04677	SENIOR RIGHT-OF-WAY NEGOTIATOR	20*
03569	SENIOR SANITARY INSPECTOR	18*
03604	SENIOR SYSTEMS ANALYST	21*
03597	SENIOR STOCK CLERK	12
03612	SENIOR TELEPHONE OPERATOR	8
03619	SENIOR TERMINAL OPERATOR	10
03622	SENIOR TRAFFIC ANALYST	14
04377	SOCIAL CASE WORKER	16
03728	SOCIAL SERVICE AIDE	12
04623	SOCIAL SERVICE ASSISTANT	12

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<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
03740	SOCIAL WORKER HEALTH	16
04577	SOCIAL WORKER INSTITUTIONS	16
03741	SOCIAL WORKER JUVENILE REHABILITATION	16
	SOCIAL WORKER OFFICE ON AGING	16
03777	STOCK CLERK	10
03848	SUPERVISING ACCOUNT CLERK	17
	SUPERVISING CASHIER TYPING	17
03859	SUPERVISING CLERK	17
03864	SUPERVISING CLERK TYPING	17
03862	SUPERVISING CLERK STENOGRAPHER	17
03863	SUPERVISING CLERK TRANSCRIBER	17
03872	SUPERVISING DATA CONTROL CLERK	17
03876	SUPERVISING ELECTIONS CLERK	17
04708	SUPERVISING ENGINEER BRIDGES	25*
	SUPERVISING FIELD REPRESENTATIVE BOARD OF TAXATION	20*
03887	SUPERVISING HEALTH INSURANCE BENEFITS CLERK	17
03892	SUPERVISING INDEX CLERK AND KEYPUNCH MACHINE OPERATOR	17
03899	SUPERVISING INVENTORY CLERK	17
03916	SUPERVISING PERSONNEL CLERK TYPING	17
	SUPERVISING PRINCIPAL ENGINEER	25*
03924	SUPERVISING PRINCIPAL ENGINEERING DRAFTSMAN M/W	20*
03926	SUPERVISING PRINCIPAL PLANNER	21*
04414	SUPERVISING TERMINAL OPERATOR	16
03944	SUPERVISING TRAFFIC ENUMERATOR	12
	SUPERVISING YOUTH SERVICES COUNSELOR	22*
	SUPERVISOR CENTRAL COURT SERVICES	16
03951	SUPERVISOR CENTRAL MAILING ROOM	16

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SCHEDULE A

D-13

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
03954	SUPERVISOR CRIMINAL INFORMATION BUREAU	18*
03969	SUPERVISOR OF ACCOUNTS	18*
03982	SUPERVISOR OF BOOKKEEPING MACHINE OPERATIONS	16
04017	SUPERVISOR OF FAMILY AND NEIGHBORHOOD COUNSELING	\$6/HOUR
04061	SUPERVISOR OF RECORDS	15
	SUPERVISOR OF SENIOR CITIZENS ACTIVITIES	18*
04116	SYSTEMS ANALYST	19*
04145	TELEPHONE OPERATOR	7
04149	TELEPHONE OPERATOR - RECEPTIONIST	8
04180	TRAFFIC ANALYST	12
04196	TRAFFIC SIGNAL SUPERINTENDENT	21*
04212	TRANSPORTATION SUPERVISOR	16
04237	VAULT CLERK	7
04242	VETERANS SERVICE OFFICER	13
	VICTIM WITNESS SPECIALIST	18*
	VIDEO PRODUCTION SPECIALIST	16
04336	YOUTH SERVICES COUNSELOR	20*

AND ALL OTHER TITLES OR FUTURE TITLES ESTABLISHED BY THE COUNTY
GENERALLY CONSIDERED TO BE WHITE COLLAR TITLES.

IT IS AGREED THAT ANY CHANGE IN GRADE IN THIS LISTING FROM THE
PRIOR CONTRACT SHALL NOT RESULT IN ANY SALARY ADJUSTMENT BECAUSE
OF THAT CHANGE.

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