

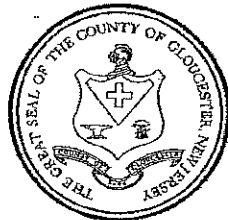
AGREEMENT

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, 2012 – December 31, 2014

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PREAMBLE

THIS 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, Emergency Medical Technicians, 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 5 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 5 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.

2.2. **Respectful Treatment.** It is understood that every employee, supervisor, and manager shall be treated in accordance with accepted standards of decency, courtesy, and respect.

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 understandings 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 base 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 Employer.

5.2. Part-Time Employees. 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 30 paid hours per week or who have actually averaged at least 30 paid hours per week over a period of 26 weeks will not be involuntarily reduced below this threshold.

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 30 days' advance notice in writing.

5.4. Compressed Workweeks Continued. Employees who have been approved to work a compressed workweek schedule shall be permitted to continue, unless they take a different position where compressed workweeks are not in use. There will be no entitlement to a compressed workweek schedule for employees who do not currently have such a schedule.

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

(a) 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.

(b) Employees who have 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, except that an employee with a 9/10 schedule will not be permitted to elect a 4/5 schedule. 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.

(c) 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 PM, with a half-hour lunch break.

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

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

Engineering Department (Sign Shop and Traffic Division): 6:30 AM-2:30 PM (7:30 AM-3:30 PM 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 PM and 8 AM-4 PM.

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 temporarily reassigned to other duties which they are reasonably capable of performing during such closings. Employees who decline such reassignment shall be permitted to utilize any vacation, administrative leave, or compensatory time off which is otherwise available or may take voluntary furlough time.

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 a half-hour of their unpaid meal break, in which case the shift will end a half-hour early. Employees who work from 1 PM to 9 PM may likewise elect to forego a half-hour of the unpaid meal break, in which case the shift will begin one half-hour later.

5.9. Work Time for Testimony. An employee who is required to testify as a witness in any matter arising out of his or her job or concerning anything that was done as part of his or her job will be deemed to be on work time while appearing and testifying accordingly.

5.10. Shift Substitution. Any two employees in the Emergency Medical Technician series or the Public Safety Telecommunicator series may voluntarily arrange, for their own convenience, to have one of the employees substitute for the other on a scheduled shift as permitted under the Fair Labor Standards Act. The parties to such an arrangement must be in the same title series and must obtain the permission of management in advance. Permission will not be denied unless the

substitution would compromise public safety or interfere with the Employer's operations. It is understood that the employee who was originally scheduled will be paid for the shift as if he or she had worked it, and any shift swapping or other compensation for the substitute will be solely up to the employees who are party to the arrangement.

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) Following ratification of this Agreement, each employee currently on the payroll will be placed on the correct scale shown in Salary Schedule A of Appendix I, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase. This salary increase will be effective retroactively to January 1, 2012. Retroactive salary payments will also be made for all former employees who retired between January 1, 2012 and the date of the across-the-board adjustments. Employees hired after the across-the-board adjustments are issued for 2012 will be placed on step 1 of the appropriate scale in accordance with Section 6.2.

(b) As of January 1, 2013, each employee's salary will be adjusted to the respective scale of Schedule B, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase.

(c) As of January 1, 2014, each employee's salary will be adjusted to the respective scale of Schedule C, on the next numbered step higher than his or her previous step, thereby resulting in a 2.0% across-the-board salary increase.

(d) 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 as of their established increment dates, except for those employees who are already at the highest step of their scale. 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 or above the maximum of his or her scale for one year or more is entitled to a lump-sum longevity payment as follows, provided the employee was hired prior to June 1, 2012:

(a) For employees with less than 15 years' service, the longevity payment shall be as shown in Column A of the longevity schedule in Appendix I, according to the employee's salary scale.

(b) For employees with at least 15 years' service, the longevity payment shall be as shown in Column B.

(c) For employees with at least 20 years' service, the longevity payment will be as shown in Column C.

Longevity payments will be issued to eligible employees no later than July 15 of each year. Employees hired on or after June 1, 2012 will not be eligible for longevity payments.

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 the maximum step 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.

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 that such assignment is in writing. Employees when assigned to stand-by duty shall be provided with cell phones or pagers and shall remain within 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. Pager/Cell Phone Pay. If an employee is expressly required in writing to carry a pager 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, Parks & Recreation Department, Regional Communications Center, Emergency Medical Services Division, and Sheriff's Department. The amount of the shift differential shall be \$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 expressly assigned to work in a higher job classification shall be paid for such time as if temporarily promoted in accordance with Section 6.5. It is understood that such assignments shall be temporary in nature and shall not replace regular Civil Service selection procedures. An employee will be deemed to be working out of title if he or she is engaged in performing specific duties that are not encompassed by the Civil Service specification for his or her title, either directly or indirectly, but which are encompassed by a different title and which occupy such a portion of the employee's time during the work day as if he or she were classified in the other title.

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 more than four hours overtime shall be entitled to meals at the Employer's expense while on overtime duty. The Employer will pay the following amounts for such meals: \$9.00 for breakfast, \$11.00 for lunch, and \$15.00 for dinner. Payments shall be included in the employee's pay, or, if the employee chooses, shall be made in the form of a meal voucher when available.

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 \$12.50 for breakfast, \$17.50 for lunch, and 27.50 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. In the case of Emergency Medical Technicians, clothing lost or destroyed in the line of duty shall be replaced or repaired at the Employer's expense. A report of such damage or loss shall be submitted within 48 hours of the occurrence. Approved vendors will be used for the purchase of EMT uniforms.

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).

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 (\$35,000 for automobile or golf course mechanics). 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 \$1,100 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. Medical, Prescription, and Vision Care Benefits. The Employer will provide medical, prescription drug, and vision care benefits as follows to each eligible employee and his or her dependents:

(a) Medical coverage will be in accordance with the plans offered by the State Health Benefits Program as of the signing of this Agreement, except that the high-deductible plans shall not be available options. Co-pays, coinsurance, coverage limits, and exclusions shall not be materially changed. Covered employees who were enrolled in the QPOS5 plan prior to May 1, 2012 shall be entitled to a \$5 reimbursement for each co-pay charged by a health care provider between May 1, 2012 and December 31, 2014 inclusive, upon submission of verification to the Employer.

(b) Prescription drug coverage will be in accordance with the Employee Prescription Drug Plan offered by the State Health Benefits Program as of the signing of this Agreement. Co-pays, coinsurance, coverage limits, and exclusions shall not be materially changed.

(c) Vision care will continue to be provided as a separate policy. 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.

(d) For purposes of this section, eligible employees are understood to be all employees who are regularly assigned to a full-time workweek as defined by Section 5.1. In addition, the following employees who are otherwise considered part-time will be eligible:

- (1) Employees who are guaranteed at least a 30-hour workweek;
- (2) Employees who have actually worked at least 780 hours over a 26-week period (including time that would have been worked but was charged to paid leave instead);
- (3) Employees hired prior to September 1, 2007 who are regularly scheduled to work an average of at least 20 hours per week.

14.2. Premium-Sharing. Employees will contribute toward the cost of health benefit coverage as required by law. 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. There shall be no deductible for any of the services provided under the plan. As an alternative to the indemnity plan, the Employer shall 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.

(a) Employees who do not have medical and prescription coverage pursuant to Section 14.1 above but receive dental coverage under this section for one or more dependents will make contributions toward the cost of coverage through payroll deductions on a pre-tax basis, as authorized by Section 125 of the Internal Revenue Code. The contributions will be \$20 per month for two-party coverage and \$30 per month for three-party coverage.

(b) Open enrollment periods for the dental plans will begin October 1 of each year, for the plan year beginning January 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 of credited service in the Public Employees' Retirement System, together with their dependents (including survivors). In addition, such coverage shall be continued for all employees who retire through PERS on a disability pension, together with their dependents or survivors.

(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 (or surviving spouse) only.

(c) It is understood that the benefits provided to retired employees pursuant to subsections (a) and (b) above will be substantially the same as, or equivalent to, the benefits they would receive if still actively employed. Retirees will not be required to pay contributions toward the cost of their post-retirement coverage except as may be required by law.

(d) Insofar as permitted by law, employees may also continue any group health benefits that are not paid for by the Employer after retirement pursuant to subsections (a) or (b) above by paying the premium costs for such coverage themselves.

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. Employees will be permitted to waive employer-provided coverage only upon furnishing proof of other coverage through a spouse's employer or other source. Waivers of coverage shall remain in effect unless the employee elects to re-enroll at the beginning of a subsequent plan year 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 as soon as possible.

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.

Annual allowances will be credited in hours (or fractions thereof) pursuant to Appendix IV.

16.2. **Incremental Use and Pro-ration of Vacation Leave.** Vacation leave may be used in whole days or in increments of one-half hour. Annual allowances will be pro-rated for part-time employees, and adjustments will be made on a pro-rata basis for employees who do not remain in pay status for the full year.

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.** Vacation scheduling shall be subject to the following provisions:

(a) 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.

(b) 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.

(c) If two or more requests are submitted simultaneously and there is a tie in seniority, preference will be determined according to employee ID number.

(d) 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.

(e) 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. Management shall insure that vacation requests are acted upon promptly.

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, to be credited in hours (or fractions thereof) in accordance with Appendix IV:

(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 ($\frac{1}{2}$) 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 ($1\frac{1}{4}$) 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, step-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.

(a) An employee taking leave to care for a family member may choose whether to use paid sick leave as authorized above or to use unpaid leave as authorized by Article 20 of this Agreement, or to use a combination of such leaves.

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 employees at the Communications Center must give notice one hour prior to the usual starting time. Emergency Medical Technicians and employees at the County Store and will be required to give two hours' notice whenever possible. 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.

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, step-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 to Human Resources 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. Any medical inquiries made in connection with a return from leave shall be limited to the condition which occasioned the employee's leave, unless the Employer has an independent basis to believe the employee is unable to perform his or her essential functions.

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 200 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 and provided that approval for employees in the County Clerk's Office will be subject to operational requirements. 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.

(g) All parties shall provide discovery upon request, with reasonable promptness.

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. A copy of the Step 1 filing, together with a copy of the Step 1 response, if any, shall be furnished to the Director at his or her request. If requested by the Union, an informal conference will be provided prior to the decision of the Director or his designee, except that the Director may notify the parties to make written submissions in lieu of a conference if there is no material dispute over the facts.

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 shall not be submitted for arbitration where a statutory right of appeal to the New Jersey Civil Service Commission is available.

(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.

27.3. Severance Payments. Any employee who is laid off shall be entitled to a severance payment equal to three weeks of the employee's regular pay.

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. **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 at the request of either party with regard to the subjects set forth in the settlement agreement.

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, 2014. 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 19 day of Sept, 2012.

FOR THE UNION

Richard A. Dann
Constance A. O'Brien
Anne Abruzzeese
Christina
Wendy Carey

FOR THE EMPLOYER

Robert M. Hamminger, Freeholder Director
James P. Hogan, County Clerk
Helene M. Keel
Helene Keel, surrogate
Ernest Morina, Sheriff

APPENDIX I
SALARY SCHEDULE A
(Effective January 1, 2012)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
01	871.43	28,176	29,048	29,919	30,790	31,662	32,533	33,405	34,276	35,148	36,019	36,890
02	906.40	29,307	30,213	31,120	32,026	32,933	33,839	34,745	35,652	36,558	37,465	38,371
03	943.06	30,492	31,435	32,378	33,322	34,265	35,208	36,151	37,094	38,037	38,980	39,923
04	981.40	31,732	32,713	33,695	34,676	35,658	36,639	37,620	38,602	39,583	40,565	41,546
05	1,021.76	33,037	34,059	35,081	36,102	37,124	38,146	39,168	40,189	41,211	42,233	43,255
06	1,064.15	34,407	35,472	36,536	37,600	38,664	39,728	40,792	41,856	42,921	43,985	45,049
07	1,108.73	35,849	36,958	38,066	39,175	40,284	41,393	42,501	43,610	44,719	45,827	46,936
08	1,155.46	37,360	38,515	39,671	40,826	41,982	43,137	44,292	45,448	46,603	47,759	48,914
10	1,204.54	38,947	40,151	41,356	42,560	43,765	44,969	46,174	47,379	48,583	49,788	50,992
11	1,255.89	40,607	41,863	43,119	44,375	45,630	46,886	48,142	49,398	50,654	51,910	53,166
12	1,309.99	42,356	43,666	44,976	46,286	47,596	48,906	50,216	51,526	52,836	54,146	55,456
13	1,366.63	44,188	45,554	46,921	48,287	49,654	51,021	52,387	53,754	55,121	56,487	57,854
14	1,426.30	46,117	47,543	48,970	50,396	51,822	53,248	54,675	56,101	57,527	58,954	60,380
15	1,489.03	48,145	49,634	51,123	52,612	54,101	55,590	57,079	58,568	60,057	61,546	63,035
16	1,554.69	50,268	51,823	53,378	54,933	56,487	58,042	59,597	61,151	62,706	64,261	65,815
17	1,623.85	52,504	54,128	55,752	57,376	59,000	60,624	62,248	63,871	65,495	67,119	68,743
18	1,696.25	54,845	56,542	58,238	59,934	61,630	63,327	65,023	66,719	68,415	70,112	71,808
19	1,772.14	57,299	59,071	60,843	62,616	64,388	66,160	67,932	69,704	71,476	73,248	75,021
20	1,852.22	59,888	61,741	63,593	65,445	67,297	69,149	71,002	72,854	74,706	76,558	78,411
21	1,935.94	62,595	64,531	66,467	68,403	70,339	72,275	74,211	76,147	78,083	80,019	81,955
22	2,024.10	65,446	67,470	69,494	71,518	73,542	75,566	77,590	79,615	81,639	83,663	85,687
23	2,116.63	68,438	70,554	72,671	74,788	76,904	79,021	81,138	83,254	85,371	87,487	89,604
24	2,213.51	71,570	73,784	75,997	78,211	80,424	82,638	84,851	87,065	89,278	91,492	93,705
25	2,315.81	74,878	77,194	79,509	81,825	84,141	86,457	88,773	91,088	93,404	95,720	98,036
26	2,422.63	78,332	80,754	83,177	85,600	88,022	90,445	92,868	95,290	97,713	100,13	102,558
27	2,534.84	81,960	84,495	87,030	89,564	92,099	94,634	97,169	99,704	102,23	104,77	107,308

SALARY SCHEDULE B
(Effective January 1, 2013)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
01	888.86	27,851	28,740	29,629	30,517	31,406	32,295	33,184	34,073	34,962	35,850	36,739	37,628
02	924.53	28,969	29,893	30,818	31,742	32,667	33,591	34,516	35,440	36,365	37,289	38,214	39,138
03	961.92	30,140	31,102	32,064	33,026	33,988	34,950	35,912	36,874	37,836	38,798	39,759	40,721
04	1,001.03	31,366	32,367	33,368	34,369	35,370	36,371	37,372	38,373	39,374	40,375	41,376	42,377
05	1,042.20	32,656	33,698	34,740	35,782	36,824	37,867	38,909	39,951	40,993	42,035	43,078	44,120
06	1,085.43	34,010	35,096	36,181	37,266	38,352	39,437	40,523	41,608	42,694	43,779	44,864	45,950
07	1,130.90	35,435	36,566	37,697	38,828	39,959	41,090	42,220	43,351	44,482	45,613	46,744	47,875
08	1,178.57	36,928	38,107	39,286	40,464	41,643	42,821	44,000	45,178	46,357	47,535	48,714	49,893
10	1,228.63	38,497	39,726	40,954	42,183	43,412	44,640	45,869	47,097	48,326	49,555	50,783	52,012
11	1,281.00	40,138	41,419	42,700	43,981	45,262	46,543	47,824	49,105	50,386	51,667	52,948	54,229
12	1,336.19	41,867	43,203	44,540	45,876	47,212	48,548	49,884	51,220	52,557	53,893	55,229	56,565
13	1,393.96	43,677	45,071	46,465	47,859	49,253	50,647	52,041	53,435	54,829	56,223	57,617	59,011
14	1,454.82	45,584	47,039	48,494	49,949	51,404	52,859	54,313	55,768	57,223	58,678	60,133	61,587
15	1,518.81	47,589	49,108	50,627	52,146	53,665	55,183	56,702	58,221	59,740	61,259	62,777	64,296
16	1,585.79	49,688	51,274	52,860	54,445	56,031	57,617	59,203	60,789	62,374	63,960	65,546	67,132
17	1,656.33	51,898	53,555	55,211	56,867	58,524	60,180	61,836	63,493	65,149	66,805	68,462	70,118
18	1,730.17	54,212	55,942	57,672	59,403	61,133	62,863	64,593	66,323	68,054	69,784	71,514	73,244
19	1,807.58	56,638	58,445	60,253	62,060	63,868	65,675	67,483	69,291	71,098	72,906	74,713	76,521
20	1,889.26	59,197	61,086	62,975	64,865	66,754	68,643	70,532	72,422	74,311	76,200	78,090	79,979
21	1,974.66	61,873	63,847	65,822	67,797	69,771	71,746	73,721	75,695	77,670	79,645	81,619	83,594
22	2,064.58	64,690	66,755	68,819	70,884	72,948	75,013	77,078	79,142	81,207	83,271	85,336	87,401
23	2,158.97	67,648	69,807	71,966	74,124	76,283	78,442	80,601	82,760	84,919	87,078	89,237	91,396
24	2,257.78	70,744	73,002	75,259	77,517	79,775	82,033	84,291	86,548	88,806	91,064	93,322	95,579
25	2,362.12	74,013	76,375	78,737	81,100	83,462	85,824	88,186	90,548	92,910	95,272	97,634	99,997
26	2,471.09	77,427	79,898	82,370	84,841	87,312	89,783	92,254	94,725	97,196	99,667	102,138	104,609
27	2,585.54	81,014	83,599	86,185	88,770	91,356	93,941	96,527	99,112	101,69	104,28	106,869	109,455

SALARY SCHEDULE C
(Effective January 1, 2014)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
01	908.63	27,501	28,408	29,314	30,221	31,128	32,034	32,941	33,848	34,754	35,661	36,568	37,474	38,381
02	943.02	28,605	29,548	30,491	31,434	32,377	33,320	34,263	35,206	36,149	37,092	38,035	38,978	39,921
03	981.16	29,762	30,743	31,724	32,705	33,687	34,668	35,649	36,630	37,611	38,592	39,573	40,555	41,536
04	1,021.05	30,972	31,993	33,014	34,035	35,056	36,077	37,098	38,119	39,140	40,161	41,182	42,203	43,225
05	1,063.04	32,246	33,309	34,372	35,435	36,498	37,561	38,624	39,687	40,750	41,813	42,876	43,939	45,002
06	1,107.14	33,583	34,690	35,797	36,905	38,012	39,119	40,226	41,333	42,440	43,547	44,655	45,762	46,869
07	1,153.52	34,990	36,144	37,297	38,451	39,604	40,758	41,911	43,065	44,218	45,372	46,525	47,679	48,832
08	1,202.14	36,465	37,667	38,869	40,071	41,273	42,475	43,678	44,880	46,082	47,284	48,486	49,688	50,890
10	1,253.20	38,014	39,267	40,520	41,773	43,027	44,280	45,533	46,786	48,039	49,293	50,546	51,799	53,052
11	1,306.62	39,634	40,941	42,247	43,554	44,861	46,167	47,474	48,781	50,087	51,394	52,700	54,007	55,314
12	1,362.91	41,342	42,704	44,067	45,430	46,793	48,156	49,519	50,882	52,245	53,608	54,971	56,334	57,696
13	1,421.84	43,129	44,551	45,973	47,395	48,816	50,238	51,660	53,082	54,504	55,926	57,347	58,769	60,191
14	1,483.92	45,012	46,496	47,980	49,464	50,948	52,432	53,916	55,400	56,884	58,367	59,851	61,335	62,819
15	1,549.18	46,992	48,541	50,090	51,639	53,189	54,738	56,287	57,836	59,385	60,935	62,484	64,033	65,582
16	1,617.50	49,064	50,682	52,299	53,917	55,534	57,152	58,769	60,387	62,004	63,622	65,239	66,857	68,474
17	1,689.45	51,247	52,936	54,626	56,315	58,005	59,694	61,383	63,073	64,762	66,452	68,141	69,831	71,520
18	1,764.78	53,532	55,296	57,061	58,826	60,591	62,355	64,120	65,885	67,650	69,415	71,179	72,944	74,709
19	1,843.73	55,927	57,770	59,614	61,458	63,301	65,145	66,989	68,833	70,676	72,520	74,364	76,208	78,051
20	1,927.05	58,454	60,381	62,308	64,235	66,162	68,089	70,016	71,943	73,870	75,797	77,724	79,651	81,578
21	2,014.15	61,096	63,110	65,124	67,138	69,153	71,167	73,181	75,195	77,209	79,223	81,237	83,252	85,266
22	2,105.87	63,878	65,984	68,090	70,196	72,302	74,407	76,513	78,619	80,725	82,831	84,937	87,043	89,149
23	2,202.14	66,798	69,001	71,203	73,405	75,607	77,809	80,011	82,213	84,416	86,618	88,820	91,022	93,224
24	2,302.94	69,856	72,159	74,462	76,765	79,068	81,370	83,673	85,976	88,279	90,582	92,885	95,188	97,491
25	2,409.37	73,084	75,493	77,903	80,312	82,722	85,131	87,540	89,950	92,359	94,768	97,178	99,587	101,997
26	2,520.51	76,455	78,976	81,496	84,017	86,537	89,058	91,578	94,099	96,619	99,140	101,660	104,181	106,701
27	2,637.25	79,997	82,634	85,271	87,908	90,546	93,183	95,820	98,457	101,09	103,73	106,369	109,006	111,644

LONGEVITY SCHEDULE
(2012 - 2014)

Scale	A	B	C
01	854	1,139	1,424
02	889	1,185	1,481
03	925	1,233	1,541
04	962	1,283	1,604
05	1,002	1,336	1,670
06	1,043	1,391	1,739
07	1,087	1,449	1,812
08	1,133	1,510	1,888
10	1,181	1,575	1,968
11	1,231	1,642	2,052
12	1,284	1,712	2,141
13	1,340	1,786	2,233
14	1,398	1,864	2,331
15	1,460	1,946	2,433
16	1,524	2,032	2,540
17	1,592	2,123	2,653
18	1,663	2,217	2,772
19	1,737	2,317	2,896
20	1,816	2,421	3,027
21	1,898	2,531	3,163
22	1,984	2,646	3,307
23	2,075	2,767	3,459
24	2,170	2,893	3,617
25	2,270	3,027	3,784
26	2,375	3,167	3,959
27	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.

03	32.5	Account Clerk	13	32.5	Assistant Program Coordinator Non-Emergency Transportation
04	35	Account Clerk	18	35	Assistant Public Health Nurse Supervisor
15	32.5	Accountant	18	32.5	Assistant Purchasing Agent
16	35	Accountant	13	32.5	Assistant Superintendent of Weights & Measures
11	32.5	Accounting Assistant	14	35	Assistant Superintendent of Weights & Measures
12	35	Accounting Assistant	13	40	Assistant Supervising Bridge Repairer
18	32.5	Administrative Analyst	15	40	Assistant Supervising Mechanic
19	35	Administrative Analyst	07	32.5	Assistant Supervising Omnibus Operator
13	32.5	Administrative Clerk	15	35	Assistant Supervising Road Inspector
14	35	Administrative Clerk	15	35	Assistant Supervisor Traffic Signal
13	32.5	Administrative Secretary	10	40	Boiler Operator
14	35	Administrative Secretary	15	35	Bridge Construction Inspector/Road Inspector
15	32.5	Analyst Grant Applications	07	40	Bridge Construction Worker
03	40	Animal Attendant	07	40	Bridge Repairer
14	40	Animal Control Officer	22	32.5	Budget Officer
12	40	Animal Health Technician	23	35	Budget Officer
12	40	Assistant Animal Control Officer	02	35	Building Maintenance Worker
12	35	Assistant Assessor	04	40	Building Maintenance Worker
12	35	Assistant Building Superintendent	02	35	Building Maintenance Worker/Groundskeeper
22	35	Assistant Chief Registered Environmental Health Specialist Public Health	04	40	Building Maintenance Worker/Groundskeeper
14	40	Assistant Communications Technician	01	35	Building Service Worker
27	35	Assistant County Engineer	02	40	Building Service Worker
22	32.5	Assistant Director Community Development Program	04	40	Building Service Worker/Groundskeeper
13	32.5	Assistant District Recycling Coordinator	15	35	Building Superintendent
16	40	Assistant Golf Superintendent	14	32.5	Buyer
19	35	Assistant Health Educator	15	35	Buyer
20	32.5	Assistant Human Resource Coordinator	12	35	Carpenter
21	35	Assistant Human Resource Coordinator	05	32.5	Cashier
15	35	Assistant Maintenance Supervisor	06	35	Cashier
18	40	Assistant Manager Animal Control Facility	03	35	Cemetery Caretaker
17	40	Assistant Manager Golf Facilities	05	40	Cemetery Caretaker
13	32.5	Assistant Manager Mobile Meals Program	06	32.5	Chauffeur
17	35	Assistant Nutrition Program Coordinator WIC Program	18	32.5	Chemist Water Analysis
15	32.5	Assistant Planner	14	32.5	Chief Clerk
14	32.5	Assistant Program Analyst	15	35	Chief Clerk
15	35	Assistant Program Analyst	17	40	Chief Inspector Mosquito Extermination
			17	32.5	Chief Probate Clerk

23	35	Chief Registered Environmental Health Specialist Public Health	18	40	Confidential Assistant to the Director Roads & Bridges
02	32.5	Clerk 1	20	35	Confidential Assistant to the Director Senior Services
03	35	Clerk 1	05	40	Cook
04	32.5	Clerk 2	22	35	Coordinator Community Health Services
05	35	Clerk 2	21	35	Coordinator Employment & Training Programs
06	32.5	Clerk 3	14	35	Coordinator of Maintenance Services
07	35	Clerk 3	19	32.5	Coordinator of Public Transportation
11	32.5	Clerk 4	18	35	Coordinator of Safety Programs
12	35	Clerk 4	20	32.5	Coordinator of Special Transportation
03	32.5	Clerk Driver	15	40	Coordinator of Volunteers
03	32.5	Clerk Stenographer 1	22	35	Coordinator Special Child Health Services
04	35	Clerk Stenographer 1	22	35	Coordinator Special Transportation
05	32.5	Clerk Stenographer 2	17	32.5	Coordinator Vocational Services
06	35	Clerk Stenographer 2	17	40	County 9-1-1 Coordinator
08	32.5	Clerk Stenographer 3	22	35	County Alcoholism Coordinator/Employee Assistance Counselor
10	35	Clerk Stenographer 3	18	35	County Emergency Management Planner
12	32.5	Clerk Stenographer 4	20	40	County Emergency Management Planner
13	35	Clerk Stenographer 4	07	40	County Park Ranger
02	32.5	Clerk Transcriber	03	32.5	Data Entry Machine Operator
03	35	Clerk Transcriber	04	35	Data Entry Machine Operator
04	35	Clinic Attendant	21	32.5	Data Processing Coordinator
17	35	Clinic Nurse	22	35	Data Processing Coordinator
13	40	Communications Officer	17	32.5	Data Processing Programmer
16	40	Communications Technician	18	35	Data Processing Programmer
05	32.5	Community Service Aide	12	35	Data Processing Technician
06	35	Community Service Aide	10	35	Dental Assistant
07	32.5	Computer Operator	13	35	Dental Hygienist
12	35	Computer Service Technician	17	40	Deputy Emergency Management Coordinator
16	35	Confidential Assistant to the County Treasurer	14	32.5	Deputy Superintendent of Weights & Measures
19	40	Confidential Assistant to the Director Correctional Services	15	35	Deputy Superintendent of Weights & Measures
21	32.5	Confidential Assistant to the Director County Extension Service	15	32.5	Deputy Work Release Administrator
17	32.5	Confidential Assistant to the Director Data Management	18	32.5	Diet Counselor
17	32.5	Confidential Assistant to the Director Economic Development	16	40	Dietitian
17	35	Confidential Assistant to the Director Health	19	32.5	Director of Social Rehabilitation Services
16	35	Confidential Assistant to the Director Health & Senior Services	22	35	Director Special Transportation Services
18	40	Confidential Assistant to the Director of Emergency Response	16	32.5	District Recycling Coordinator
23	32.5	Confidential Assistant to the Director of Land Preservation	07	32.5	Drafting Technician
17	35	Confidential Assistant to the Director of Veteran's Affairs	08	35	Drafting Technician
			21	32.5	Education and Training Coordinator
			12	35	Electrician
			13	40	Electronics Repairer
			11/13	40	Emergency Medical Technician (See note at end)
			14	32.5	Employment Counselor
			15	35	Employment Counselor

14	32.5	Employment Specialist	21	35	Health Educator
15	35	Employment Specialist	21	35	Health Educator Bilingual in Spanish & English
07	32.5	Employment Test Monitor	12	40	Heavy Equipment Operator
08	35	Employment Test Monitor	15	40	Heavy Equipment Operator Mosquito Extermination
07	35	Engineering Aide			
13	35	Environmental Compliance Investigator	16	40	Heavy Equipment Operator Mosquito Extermination/Mechanic
27	35	Environmental Health Coordinator			
15	35	Environmental Health Specialist	22	32.5	Human Resource Coordinator
16	32.5	Environmental Specialist Educational Programs	23	35	Human Resource Coordinator
17	35	Environmental Specialist Educational Programs	22	35	Industrial Hygienist
10	40	Equipment Operator	16	32.5	Industrial Representative
13	40	Equipment Operator Mosquito Extermination	08	40	Inspector Mosquito Extermination
11	32.5	Examiner Education Credentials	12	35	Inspector Road Openings
08	32.5	Execution Clerk	07	40	Inspector Trainee Mosquito Extermination
19	32.5	Executive Assistant	03	40	Institutional Attendant
21	35	Executive Assistant	08	32.5	Investigator Consumer Protection
16	40	Executive Housekeeper	10	35	Investigator Consumer Protection
15	32.5	Field Representative County Board of Taxation	17	32.5	Investigator County Medical Examiner's Office
14	35	Field Representative Disease Control	13	35	Investigator Public Works
16	35	Field Representative Health Education	14	32.5	Job Developer
12	35	Field Representative Narcotics Education	15	35	Job Developer
21	32.5	Fiscal Officer	08	40	Juvenile Detention Officer
22	35	Fiscal Officer	02	32.5	Keyboarding Clerk 1
23	35	Fiscal Officer/Senior Administrative Analyst	03	35	Keyboarding Clerk 1
14	40	Food Service Manager	04	32.5	Keyboarding Clerk 2
02	40	Food Service Worker	05	35	Keyboarding Clerk 2
12	32.5	Four-H Program Assistant	05	32.5	Keyboarding Clerk 2 Bilingual in Spanish & English
18	40	General Supervisor Mosquito Extermination	07	32.5	Keyboarding Clerk 3
18	40	General Supervisor Roads	08	35	Keyboarding Clerk 3
20	32.5	Geographic Information Systems Specialist 2	11	32.5	Keyboarding Clerk 4
18	32.5	Geographic Information Systems Specialist 3	12	35	Keyboarding Clerk 4
15	32.5	Geographic Information Systems Specialist Trainee	14	32.5	Laboratory Technician
05	40	Golf Ranger	03	35	Laborer 1
20	40	Golf Superintendent	05	40	Laborer 1
21	40	Graduate Nurse	16	35	Land Surveyor
16	35	Graduate Nurse Public Health	17	32.5	Landscape Architect
13	35	Hazardous Materials Responder (Operations)	02	40	Laundry Worker
15	35	Hazardous Materials Technician 1	05	32.5	Legal Stenographer
16	35	Hazardous Materials Technician 2	04	32.5	Library Assistant
19	35	Head Clinic Nurse	04	32.5	Library Page
12	40	Head Cook	11	35	Locksmith
23	40	Head Nurse	01	32.5	Mail Clerk
17	32.5	Head Teacher	07	35	Maintenance Repairer
07	35	Health Aide	07	35	Maintenance Repairer Painter
08	35	Health Aide Bilingual in Spanish & English	18	35	Maintenance Superintendent
			16	35	Maintenance Supervisor

14	40	Maintenance Supervisor Grounds	08	32.5	Principal Data Entry Machine Operator
02	35	Maintenance Worker 1 Grounds	10	35	Principal Data Entry Machine Operator
04	40	Maintenance Worker 1 Grounds	13	35	Principal Drafting Technician
06	40	Maintenance Worker 2 Grounds	23	35	Principal Engineer
07	35	Maintenance Worker 3 Grounds	13	35	Principal Engineering Aide
13	32.5	Management Information Systems Specialist	08	32.5	Principal Engineering Clerk
14	35	Management Information Systems Specialist	08	32.5	Principal Payroll Clerk
16	32.5	Management Specialist	10	35	Principal Payroll Clerk
22	32.5	Manager Mobile Meals Program	21	32.5	Principal Planner
12	40	Mechanic	21	32.5	Principal Planner Data Management
13	40	Mechanic Diesel	22	35	Principal Planner Data Management
06	40	Mechanic's Helper	21	32.5	Principal Planner Solid Waste Management
18	35	Medical Social Worker	21	32.5	Principal Planner Transportation
24	35	Mental Health Administrator	12	32.5	Principal Planning Aide
01	32.5	Messenger	08	32.5	Principal Purchasing Assistant
05	32.5	Museum Attendant	10	35	Principal Purchasing Assistant
16	32.5	Museum Curator	21	35	Principal Registered Environmental Health Specialist Public Health
23	35	Network Administrator 1			
25	35	Network Administrator 2	18	35	Principal Technician Management Information Systems
21	35	Nurse Practitioner Obstetrics and Gynecology			
23	35	Nurse Practitioner Pediatrics	07	32.5	Probate Clerk
22	35	Nutrition Program Coordinator WIC Program	16	32.5	Program Analyst
08	40	Occupational Therapy Aide	17	35	Program Analyst
06	32.5	Omnibus Operator	16	32.5	Program Development Specialist Aging
12	35	Painter	16	32.5	Program Development Specialist Community Service
15	32.5	Paralegal Specialist			
14	32.5	Park Naturalist	16	32.5	Program Development Specialist Criminal Justice
02	35	Parking Attendant	16	32.5	Program Development Specialist Human Resources
20	40	Patient Activities Coordinator			
03	32.5	Payroll Clerk	17	35	Program Development Specialist Human Resources
04	35	Payroll Clerk	13	32.5	Program Monitor
12	32.5	Payroll Supervisor	14	35	Program Monitor
13	35	Payroll Supervisor	13	35	Program Specialist Alcohol Abuse Activities
11	32.5	Photographer	19	35	Program Specialist Special Child Health Services
07	32.5	Planning Aide	14	35	Project Coordinator Construction
12	35	Plumber	13	32.5	Project Coordinator Crime Prevention Program
14	40	Practical Nurse	19	32.5	Project Director Nutrition Program for the Elderly
08	32.5	Principal Account Clerk	22	35	Public Health Epidemiologist
10	35	Principal Account Clerk	10	35	Public Health Investigator
19	32.5	Principal Accountant	15	35	Public Health Laboratory Technician
20	35	Principal Accountant	17	35	Public Health Nurse
21	35	Principal Assistant Assessor	21	35	Public Health Nurse Supervisor
10	32.5	Principal Cashier	23	35	Public Health Nutritionist
11	35	Principal Cashier	15	32.5	Public Information Officer
07	32.5	Principal Clerk Transcriber	16	35	Public Information Officer
08	35	Principal Clerk Transcriber	13	40	Public Safety Telecommunicator

11	40	Public Safety Telecommunicator Trainee	17	35	Senior Assistant Assessor
04	32.5	Purchasing Assistant	12	40	Senior Boiler Operator
05	35	Purchasing Assistant	17	35	Senior Bridge Construction Inspector/Senior Road Inspector
05	32.5	Radio Dispatcher/Keyboarding Clerk 2	10	40	Senior Bridge Construction Worker
16	40	Radio Technician	10	40	Senior Bridge Repairer
03	32.5	Receptionist	04	35	Senior Building Maintenance Worker
04	35	Receptionist	06	40	Senior Building Maintenance Worker
04	32.5	Receptionist/Senior Clerk Transcriber	04	35	Senior Building Service Worker
05	35	Receptionist/Senior Clerk Transcriber	17	32.5	Senior Buyer
03	32.5	Receptionist/Telephone Operator	18	35	Senior Buyer
04	35	Receptionist/Telephone Operator	14	35	Senior Carpenter
17	35	Records Management Analyst	07	32.5	Senior Cashier
21	35	Records Manager	08	35	Senior Cashier
04	32.5	Records Support Technician 1	05	35	Senior Cemetery Caretaker
06	32.5	Records Support Technician 2	07	40	Senior Cemetery Caretaker
12	32.5	Records Support Technician 4	02	32.5	Senior Citizen Program Aide
13	35	Records Support Technician 4	04	32.5	Senior Clerk Transcriber
11	32.5	Recreation Program Coordinator	05	35	Senior Clerk Transcriber
16	32.5	Recreation Program Specialist	17	40	Senior Communications Technician
18	32.5	Recreation Supervisor	08	32.5	Senior Community Service Aide
18	32.5	Recreation Supervisor Handicapped Program	10	35	Senior Community Service Aide
08	40	Recreation Therapy Aide	14	35	Senior Computer Service Technician
17	35	Registered Environmental Health Specialist Public Health	07	40	Senior Cook
13	35	Registered Environmental Health Specialist Trainee Public Health	10	40	Senior County Park Ranger
06	32.5	Research Aide	05	32.5	Senior Data Entry Machine Operator
13	32.5	Research Assistant	06	35	Senior Data Entry Machine Operator
14	35	Research Assistant	19	32.5	Senior Data Processing Programmer
13	32.5	Research Assistant Criminal Information	20	35	Senior Data Processing Programmer
14	35	Road Inspector	11	32.5	Senior Drafting Technician
13	40	Road Repairer 3	11	35	Senior Drafting Technician
15	40	Road Repair Supervisor	14	35	Senior Electrician
19	35	Safety and Insurance Coordinator	15	40	Senior Emergency Medical Technician
18	35	Safety Inspector	16	32.5	Senior Employment Specialist
04	32.5	Sanitary Landfill Caretaker	17	35	Senior Employment Specialist
03	40	Seamstress	10	32.5	Senior Employment Test Monitor
11	32.5	Secretarial Assistant	11	35	Senior Employment Test Monitor
12	35	Secretarial Assistant	20	35	Senior Engineer
05	32.5	Senior Account Clerk	20	35	Senior Engineer Hydraulic
06	35	Senior Account Clerk	11	35	Senior Engineering Aide
17	32.5	Senior Accountant	19	35	Senior Environmental Health Specialist Hazardous Substances
18	35	Senior Accountant	11	32.5	Senior Execution Clerk
20	32.5	Senior Administrative Analyst	12	35	Senior Execution Clerk
21	35	Senior Administrative Analyst	16	35	Senior Field Representative Disease Control
05	40	Senior Animal Attendant	18	35	Senior Field Representative Health Education

12	40	Senior Inspector Mosquito Extermination	19	40	Senior Social Worker Juvenile Rehabilitation
14	35	Senior Inspector Road Openings	03	40	Senior Stock Clerk
04	40	Senior Institutional Attendant	08	35	Senior Storekeeper
12	32.5	Senior Investigator Consumer Protection	10	40	Senior Storekeeper
13	35	Senior Investigator Consumer Protection	16	35	Senior Technician Management Information Systems
17	32.5	Senior Investigator County Medical Examiner's Office	05	32.5	Senior Telephone Operator
11	40	Senior Juvenile Detention Officer	06	35	Senior Telephone Operator
19	32.5	Senior Landscape Architect	08	35	Senior Traffic Maintenance Worker
03	40	Senior Laundry Worker	14	35	Senior Traffic Signal Electrician
07	32.5	Senior Legal Stenographer	15	40	Senior Welder
10	35	Senior Maintenance Repairer	03	32.5	Site Manager Nutrition Program for the Elderly
14	40	Senior Mechanic	17	32.5	Social Rehabilitation Therapist Penal Institution
05	32.5	Senior Medical Record Clerk	14	40	Social Service Assistant
20	40	Senior Medical Social Worker	16	32.5	Social Worker Aging
07	32.5	Senior Medical Stenographer	18	35	Social Worker Aging
11	40	Senior Occupational Therapy Aide	16	32.5	Social Worker Health
14	35	Senior Painter	18	35	Social Worker Health
16	32.5	Senior Park Naturalist	16	40	Social Worker Institutions
05	32.5	Senior Payroll Clerk	17	40	Social Worker Juvenile Rehabilitation
06	35	Senior Payroll Clerk	15	32.5	Specification Writer Purchasing
17	32.5	Senior Planner	05	40	Stock Clerk
17	32.5	Senior Planner Community Development Program	06	35	Storekeeper
17	32.5	Senior Planner Transportation	08	40	Storekeeper
10	32.5	Senior Planning Aide	08	40	Storekeeper Automotive
14	35	Senior Plumber	18	35	Superintendent of Weights & Measures
16	40	Senior Practical Nurse	12	32.5	Supervising Account Clerk
10	32.5	Senior Probate Clerk	13	35	Supervising Account Clerk
18	32.5	Senior Program Analyst	08	40	Supervising Animal Attendant
19	35	Senior Program Analyst	16	40	Supervising Animal Control Officer
19	32.5	Senior Program Development Specialist Community Service	11	32.5	Supervising Bookkeeping Machine Operator
20	35	Senior Program Development Specialist Community Service	20	35	Supervising Bridge Construction Inspector/Supervising Road Inspector
12	35	Senior Public Health Investigator	15	40	Supervising Bridge Repairer
19	35	Senior Public Health Nurse	14	40	Supervising County Park Ranger
15	40	Senior Public Safety Telecommunicator	17	40	Supervising Emergency Medical Technician
06	32.5	Senior Purchasing Assistant	19	35	Supervising Employment Specialist
07	35	Senior Purchasing Assistant	26	35	Supervising Engineer
05	32.5	Senior Receptionist	15	35	Supervising Engineering Aide
06	35	Senior Receptionist	20	35	Supervising Field Representative Disease Control
05	32.5	Senior Receptionist/Telephone Operator	18	40	Supervising Heavy Equipment Operator
06	35	Senior Receptionist/Telephone Operator	18	40	Supervising Heavy Equipment Operator Mosquito Extermination
11	40	Senior Recreation Therapy Aide	07	40	Supervising Institutional Attendant
19	35	Senior Registered Environmental Health Specialist Public Health	13	40	Supervising Juvenile Detention Officer
16	35	Senior Road Inspector	12	35	Supervising Maintenance Repairer
			17	40	Supervising Mechanic

08	32.5	Supervising Omnibus Operator
23	32.5	Supervising Planner
21	35	Supervising Program Development Specialist Community Services
17	40	Supervising Public Safety Telecommunicator
19	35	Supervising Road Inspector
12	32.5	Supervising Telephone Operator
07	35	Supervisor Building Service
07	40	Supervisor Building Service
16	32.5	Supervisor Job Development
17	35	Supervisor Job Development
12	32.5	Supervisor of Accounts
13	35	Supervisor of Accounts
13	32.5	Supervisor of Data Entry Machine Operations
14	35	Supervisor of Data Entry Machine Operations
16	32.5	Supervisor of Data Processing Operations
17	35	Supervisor of Data Processing Operations
15	35	Supervisor Traffic Maintenance
18	35	Supervisor Traffic Signal
15	32.5	Tax Research Examiner and Investigator
02	32.5	Teacher Aide
15	32.5	Teacher Juvenile Facilities
15	32.5	Teacher Special Education
14	35	Technician Management Information Systems
03	32.5	Telephone Operator

04	35	Telephone Operator
14	40	Telephone System Installer and Repairer
15	35	Traffic Analyst
26	35	Traffic Engineer
10	35	Traffic Investigator
06	35	Traffic Maintenance Worker
12	35	Traffic Signal Electrician
10	35	Traffic Signal Technician 1
18	40	Training Coordinator
15	35	Training Technician
17	40	Training Technician
07	40	Tree Maintenance Worker 2
07	40	Truck Driver
10	40	Truck Driver Heavy
11	32.5	Weights & Measures Apprentice
12	35	Weights & Measures Apprentice
12	40	Welder
06	40	Welder's Helper
19	32.5	Work Release Administrator
18	40	Youth Group Worker
17	32.5	Youth Opportunity Coordinator
16	32.5	Youth Services Counselor

Note: Salaries for Emergency Medical Technician 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	\$300 (Jan.) + \$300 (July)	5 safety T-shirts	Y
Engineering	Blue Collar	\$300 (Jan.) + \$300 (July)	5 safety T-shirts	Y
Bldgs. & Grounds	Blue Collar	\$300 (Jan.) + \$300 (July)	None	Y
County Jail	Cooks & Nurses	\$300 (Jan.) + \$300 (July)	None	Y
County Clerk	All	None	May provide 2 shirts or sweaters	N
Golf Course	Blue Collar (except Golf Rangers & Mechanics)	\$300 (Jan.) + \$300 (July)	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 + winter jacket every 2 years	Y
Emergency Response	Communications (Uniformed)	\$300 (Jan.) + \$300 (July)	None	N
	Hazmat	None	None	Y
	EMT's	Full-time: \$300 (Jan.) + \$300 (July). Part-time: \$200 (Jan.) + \$200 (July).	Replacement or repair of clothing destroyed or damaged (see Sec. 12.1)	N
Medical Examiner's Office	Investigators	None	Coveralls & boots (as needed)	N
Health	Nurses & Allied Health Workers	\$225 (July)	None	N
	Public Health Investigators, Field Reps Disease Control, & Env. Health Specialists (incl. Reg.)	None	None	Y
Transportation Services	Drivers	\$50 annually	None	N

APPENDIX IV

CALCULATION OF EMPLOYEE LEAVE

A. Conversion of Sick and Vacation Leave to Hours

Sick leave and vacation leave are to be credited to employees in hours (or fractions thereof), thus requiring that the allotments specified in Sections 16.1 and 18.1 be converted from days to hours in order to determine an employee's entitlement. For purposes of this computation, a "day" in the case of full-time employees is equivalent to one-fifth of the employee's base workweek as set forth in Sec. 5.1. In the case of part-time employees, a "day" is equivalent to one-fifth of the regular or average workweek.

Example 1: If the employee's base workweek is 40 hours, a "day" is equal to eight hours. Fifteen days of sick leave would therefore be equal to 120 hours.

Example 2: If the employee averages 24 paid hours per week, a "day" would be equal to 4.8 hours. Fifteen days of sick leave would therefore be equal to 72 hours.

Note: This method of calculation also pro-rates the amount of annual leave earned for part-time service.

B. Adjustment of Sick and Vacation Leave for Employees Who Are Not in Pay Status for a Full Year

Although credited to an employee in advance, sick and vacation leave are earned month by month on a pro-rata basis. For example, an employee who is entitled to 15 sick days for the year will earn them at the rate of 1.25 days per month. If an employee terminates during the year or uses unpaid time off, the employee's sick and vacation leave credit will be adjusted in accordance with the following rules:

- (1) If an employee is in pay status for at least 23 calendar days in a given month, there will be no reduction in the amount of leave earned for that month.
- (2) If the employee is in pay status for at least 8 calendar days in a given month but less than 23 days, the employee will earn one-half of the full monthly share.
- (3) If the employee is in pay status for fewer than 8 calendar days in a given month, the employee will earn no sick or vacation for that month.
- (4) "In pay status" is understood to mean currently employed and not on unpaid leave or suspension without pay.