

city clerk

**LOCAL 32 O.P.E.I.U.**

**RAHWAY CITY HALL  
WORKERS  
AND  
PUBLIC SAFETY  
TELECOMMUNICATORS**

**CONTRACT PERIOD  
JULY 1, 2011 – DECEMBER 31, 2014**

TITLE	ARTICLE	PAGE
Agreement		1
Compensation Claims	40	27
Court Appearances	42	28
Demotions and Layoffs	19	12
Discharge or Suspension	10	7
Family Leave	31	23
Funeral Leave	35	25
Grievance & Arbitration Procedure	8	6
Group Insurance and Pension	32	23
Health Insurance Group	33	23
Holidays – Public Safety Telecommunicators	26-A	18
Holidays – Non-Public Safety Telecommunicators	26	17
Hours of Work – Public Safety Telecommunicators	20-A	13
Hours of Work – Non-Public Safety Telecommunicators	20	12
Inspection Privileges	6	5
Jury Duty – Non-Public Safety Telecommunicators	37	26
Layoffs & Recalls	17	10
Legal Reference	44	29
Longevity	25	16
Maintenance of Standards	45	29
Management's Rights	5	4
Military Leave	38	26
Non-Discrimination	12	8
Notification to the Union	14	9
Pay Day	24	16
Personal Days – Public Safety Telecommunicators	28-A	20
Personal Days – Non-Public Safety Telecommunicators	28	20
Premium Pay	23	15
Probationary Period	15	10
Professional Achievement Incentive Program	46	29
Promotions and Transfers	18	11
Rates of Pay	21	13
Recognition	1	2
Seniority	16	10
Separability & Savings Clause	41	27
Separation of Employment	9	7
Shop Stewards	7	5
Sick Leave – Public Safety Telecommunicators	29-A	21
Sick Leave – Non-Public Safety Telecommunicators	29	21
Special Licenses	36	25
Supervisory & Other Excluded Personnel	2	2
Terminal Leave	30	22
Termination Clause	47	30
Transfer of Title or Interest	3	3
Uniforms	43	28
Union Bulletin Board	11	8

<b>TITLE</b>	<b>ARTICLE</b>	<b>PAGE</b>
Union Deductions	4	3
Vacations	27	19
Wages	Schedule A	31
Work Assignments	13	9
Working at Different Rates	22	15
Working Conditions	39	26

## AGREEMENT

This Agreement is entered into by and between Office and Professional Employees International Union, OPEN, Local 32, AFL-CIO, Union, hereinafter referred to as the "Union" or the "OPEIU" and the City of Rahway, New Jersey, hereinafter referred to as the "Employer" or the "City".

The effective date of the Agreement is July 1, 2011.

This Agreement shall expire on December 31, 2014.

**ARTICLE 1**  
**RECOGNITION**

1. The employer recognizes the OPEIU as the sole and exclusive bargaining agent for all employees covered by this Agreement, in all matters pertaining to rates of pay, wages (salaries), hours of work, benefits and other terms and conditions of employment.

2. The provisions of this Agreement shall apply to all accretions to the bargaining unit(s), including but not limited to, new job classifications or groups of employees not presently provided for, newly established or acquired facilities and/or consolidation of facilities.

3. Excluded from the bargaining unit are all confidential, professional, supervisory, watchmen, guards, and other employees excluded under the New Jersey Employer Employee Relations Act, N.J.S.A. 34:13A-1 to N.J.S.A., 34:13A-29. Included are office clericals employed at the City Hall, Department of Public Works, Police Department, Fire Department, Recreation Center, Senior Citizen Center and all Public Safety Telecommunicators.

4. The bargaining unit shall include permanent part-time employees with work weeks of twenty (20) hours or more in regard to salaries, paid benefits, disciplinary action and non-discrimination in the work place and other terms and conditions of employment as agreed. However, there is no guarantee of a full-time position at entry level. Non permanent part-time employees or those with work weeks less than twenty (20) hours are excluded.

**ARTICLE 2**  
**SUPERVISORY & OTHER EXCLUDED PERSONNEL**

At no time will any excluded employee or employee with supervisory authority be permitted to perform any work covered by this Agreement. However, this provision shall not restrict the Employer from making temporary work assignments for the purpose of training or for temporary emergency needs, but this provision shall not be used by the Employer to circumvent the terms of this Agreement or to deny employees the opportunity to earn wages.

**ARTICLE 3**  
**TRANSFER OF TITLE OR INTEREST**

This Agreement shall be binding upon the parties hereto, their successors, administrators, executors and assignees.

**ARTICLE 4**  
**UNION DEDUCTIONS**

1. Effective August 1, 1992, the Employer agrees that it will, on the first payroll in each month, deduct the Union dues from the pay of each member and transmit the same with a list of such members to the Secretary-Treasurer of the OPEIU within ten (10) days after the dues are deducted.

2. With respect to any employee hired after July 31, 1992, the Employee agrees to deduct an initiation fee as determined by the Union in four (4) consecutive weekly payments and to transmit the same as set forth above. However, no initiation fee shall be deducted until and unless the employee completes his/her probationary work period.

3. The Union agrees to furnish written authorization, in accordance with law, from each member authorizing these deductions.

4. The Union will furnish the Employer with a written statement of the dues and initiation fees to be deducted.

5. The Employer shall permit deductions for Union finances insurance programs, if any.

6. In the same manner that dues are charged and deducted for Union members, a service fee up to a maximum of 85% of said dues shall be charged and deducted for non-members in the bargaining unit.

**ARTICLE 5**  
**MANAGEMENT'S RIGHTS**

Except to the extent expressly modified by a provision of applicable law and a provision of this contract, the City of Rahway reserves and retains, solely and exclusively, all of its statutory and common law rights to manage the operation of the Departments of the City of Rahway, as such rights existed prior to this or any other agreement with the Union. The sole and exclusive rights of the City of Rahway shall include, but are not limited to, its right to determine the existence or non-existence of needs or facts which are the basis for the existence or structure of any Department; rights to management decisions establishing or continuing policies, practices or procedures for the conduct of any Department and their services to the citizens of Rahway, and from time to time, change or abolish such practices or procedures; to comply with the public's "right to know" and established accountability methods, such as electronic or mechanical time-worked recording devices, as the efficient governing of the City and the aforesaid compliance require; its right to determine, and from time to time, redetermine the number, locations and types of its officers and employees or to discontinue any performance by officers of employees of the City of Rahway; to determine the number of hours per day or week any operation of any Department may be carried on; to select and determine the number and types of employees required; to assign to such employees in accordance with the requirements determined by the Departments and City management authorities; to establish training programs and upgrading requirements for employees; to establish and change work schedules and assignments; to transfer, promote or demote employees for just cause, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons, to determine the facts of lack of work; to establish, continue, alter and enforce reasonable rules for the maintenance of discipline; to suspend, discharge or otherwise discipline employees for just cause; and to otherwise take such measures as may be determined as necessary for the orderly and efficient operation of City Departments and City government in general, and for the public health, safety and welfare, provided that nothing herein shall prevent an employee from presenting, a grievance for an alleged violation of any specific article or term of this Agreement.

**ARTICLE 6**  
**INSPECTION PRIVILEGES**

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purposes of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to, provided however, that there is no interruption of the Employer's working schedule. Authorized agents of the Union are required to obtain written authorization from the Director of Public Safety, or his designee, prior to gaining access to the 9-1-1 Center, located in the Headquarters of the City's Police Department.

**ARTICLE 7**  
**SHOP STEWARDS**

1. The Employer recognizes the right of the Union to designate one (1) shop steward and one (1) alternate.
2. The authority of the shop steward and the alternate, so designated by the Union, shall be limited to, and shall not exceed the following duties and activities:
  - a. The investigation and presentation of grievances in accordance with the provisions of the collective negotiation agreement;
  - b. The collection of dues when authorized by appropriate Union action;
  - c. The transmission of messages and information which shall originate with and are authorized by the Union or its officers, provided such messages and information:
    1. Have been reduced in writing, or;
    2. If not reduced in writing, are of a routine nature
3. The Employer recognizes these limitations upon the authority of the shop steward and alternate and shall not hold the Union liable for any unauthorized acts.
4. The steward shall be permitted to investigate, present and process grievances on or off the property of the Employer without loss of time or pay. Such time spent in handling grievances shall be during normal working hours, and after receiving approval from his/her immediate superior, which approval shall not be reasonably withheld, and such hours shall be considered working hours in computing daily and/or weekly overtime.



5. The Union shall notify the City, in writing, as to the names of the shop steward and alternate and any changes as they occur.

6. The City shall permit the shop steward and alternate shop steward to attend two (2) days of O.P.E.I.U. conferences or seminars without loss of pay.

**ARTICLE 8**  
**GRIEVANCE & ARBITRATION PROCEDURE**

1. A grievance within the meaning of this Agreement shall be any difference of opinion, controversy or dispute arising between the parties, hereto, relating to any matter of wages, hours and working conditions or any dispute between the parties involving interpretation or application of any provision of this Agreement.

2. An aggrieved employee shall present his grievance, in writing, to the Employer within ten (10) days of its occurrence or such grievance will be deemed waived.

3. In event of such grievance, the steps hereafter set forth shall be followed

STEP 1 - The employee and the steward, or the employee individually, but in the presence of a steward, shall take up the complaint with the grievant's immediate supervisor. In the event the complaint is not satisfactorily settled within five (5) working days, the employee or the steward may forward the grievance to the next step in the procedure.

STEP 2 - The steward will discuss the grievance with the head of the department involved. In the event the grievance is not satisfactorily adjusted within five (5) working days, the grievance may be appealed at the next step.

STEP 3 - The Union representative and the Employer representative or any such designated person shall meet to discuss the grievance within ten (10) working days at the completion of the previous step. In the event of failure to reach a satisfactory adjustment of the grievance within ten (10) working days, the grievance, may be taken to arbitration by either party, upon notice to the other party.

4. If at any time the aggrieved employee appeals his grievance before the State Civil Service Commission, then from that point in time, the grievance and arbitration procedure can no longer be utilized to adjust the subject grievance. It is understood by and between the parties that major disciplinary action is not subject to this grievance and arbitration procedure.

5. Any incidents of disciplinary action that constitute "major discipline," as defined by the State Civil Service Commission, may be appealed to the State Civil Service Commission only.

6. If in any of the foregoing steps either party fails to carry out the procedure involved in these steps, the other party may take the dispute to arbitration, except with grievances where the State Civil Service Commission is granted exclusive jurisdiction.

7. Upon exhaustion of the grievance procedure as set forth above and unless the Civil Service Commission's Rules and Regulations require otherwise, either party may apply to the New Jersey Public Employees Relations Commission for the appointment of an arbitrator. The decision of the arbitrator shall be final and binding. The expenses shall be borne equally by the parties of this Agreement. The arbitrator shall not have the power to in any way add to, delete from or modify the Agreement.

#### **ARTICLE 9** **SEPARATION OF EMPLOYMENT**

1. Upon discharge, the Employer shall pay all money, including vacation pay, due to the employee. Upon resigning, the Employer shall pay all money due to the employee, including vacation pay, on the payday in the week following such resignation.

2. For the purpose of calculating the payments described above, the City shall compensate the employee on a pro-rated basis for all time worked during the calendar year in which the employee becomes separated from employment with the City of Rahway.

#### **ARTICLE 10** **DISCHARGE OR SUSPENSION**

1. The Employer shall not discharge nor suspend any employee without just cause in all cases involving the discharge or suspension of any employee, the Employer must immediately notify the employee, in writing, of his discharge or suspension and the reasons therefore. Such written notice shall also be given to the

shop steward, and a copy mailed to the Union Office within one (1) working day from the time of discharge or suspension.

2. In respect to discharge or suspension, the Employer must give at least one (1) warning notice of the specific complaint against such employee, in writing, when it is practicable to do so, and a copy of the same to the Union and the shop steward. The warning notice, as herein provided, shall not remain in effect for a period of more than six (6) months from the date of the occurrence upon which the complaint and warning notice are based.

3. Notice of appeal from discharge or suspension must be made to the Employer, in writing, within ten (10) days from the date of discharge and/or suspension.

4. Should it be proven that an injustice has been done to a discharged or suspended employee, he shall be fully reinstated in his position and compensated at his usual rate of pay for lost work opportunity. If the Union and the Employer are unable to agree as to the settlement of the case, then it may be referred to the grievance machinery as herein set forth.

5. Nothing in this Article shall supersede or add to the State Civil Service Commission's Rules and regulations concerning and suspensions of more than five (5) days.

#### **ARTICLE 11** **UNION BULLETIN BOARD**

The Employer agrees to provide a bulletin board in a conspicuous place in each facility where employees report to work. Postings by the Union on such bulletin boards are to be confined to official business of the Union.

#### **ARTICLE 12** **NON-DISCRIMINATION**

1. Neither the Employer nor the Union will discriminate against any employee, or those seeking employment in accordance with federal and state law governing employment discrimination.

2. Any employee member of the Union, acting in any official capacity whatsoever, shall not be discriminated against for his acts as such officer of the Union, so long as such acts do not interfere with the conduct of the Employee's business, nor shall there be any discrimination against any employee because of Union membership or activities.

**ARTICLE 13**  
**WORK ASSIGNMENTS**

1. The Employer agrees to respect the jurisdictional rules of the Union, and shall not direct or require their employees or persons other than the employees in the bargaining unit involved to perform work which is recognized as the work of the employees in said unit.

2. The Employer agrees not to direct or require an employee to perform any work other than work prescribed of the individual employee classification, unless otherwise specifically provided for in this Agreement; however, this provision shall not restrict the Employer for making temporary work assignments for the purpose of training or for temporary emergency needs, but this provision shall not be used by the Employer to circumvent the terms of this Agreement or to deny employees the opportunity to earn wages.

**ARTICLE 14**  
**NOTIFICATION TO THE UNION**

1. The Employer will notify the Union, in writing, of all layoffs, promotions, demotions, transfers, suspensions, and discharges. The Employer will notify the Union, in writing, prior to layoff.

2. The Employer will provide the Union with an updated list of covered employees, showing name, address, classification and social security number.

3. The Employer will notify the Union of additions and deletions to the payroll of covered employees as they occur.

**ARTICLE 15**  
**PROBATIONARY PERIOD**

All newly hired permanent employees shall serve a probationary period of ninety (90) calendar days, except for laborers, which shall be one hundred twenty (120) calendar days. During this probationary period, the Employer reserves the right to terminate a probationary employee for any reason. Such termination shall not have recourse through the grievance and arbitration provisions of this agreement.

**ARTICLE 16**  
**SENIORITY**

1. Seniority shall mean a total of all periods of permanent employment within the department covered by this Agreement.

2. An employee shall lose seniority rights for any one of the following reasons:

- a. Voluntary resignations;
- b. Discharge for just cause;
- c. Failure to report to work for five (5) working days. (Employer may require sustaining proof if illness or accident)

3. An employee rehired after termination for any one of the reasons set forth in "2" above, shall not be entitled to any benefits earned as a result of seniority or under seniority rights during prior terms of employment, except where otherwise specifically required by law, nor shall said employee be given credits for prior periods of employment for purposes of computing benefits, except where specifically required otherwise by law. Management discretion on salary rates in such cases shall be the same as for new hirings.

**ARTICLE 17**  
**LAYOFFS & RECALLS**

The City may reduce the work force pursuant to State Civil Service Commission's Rules and Regulations, specifically N.J.A.C. 4A:8.1-1, et seq. A laid-off employee shall have preference for reemployment for a period of life pursuant to N.J.A.C. 4A:8-2.3.

**ARTICLE 18**  
**PROMOTIONS AND TRANSFERS**

1. Civil Service Commission rules and regulations governing procedures for promotions shall be followed where applicable. It is the intention of the Employer to fill job vacancies from within the negotiations unit before hiring new employees, provided unit employees are available and qualified to fill the vacancy.

2. Notice of all vacancies shall be posted in the bulletin boards. This notice shall remain on the bulletin board for eleven (11) working days and will include job title, pay grade and a brief description of job duties, including qualifications and necessary skills. Only those employees who make application during the eleven (11) days will be considered for the job and will be permitted to file a grievance against the final selection. The City agrees to post entry level job openings for informational purposes only. Applications for a posted position shall be made by presentation of a written application for same to the employee's Department Head or Shop Steward.

3. Unless existing statutes give specific preference otherwise, vacancies shall first be offered to the most senior qualified employee who bids from the next lower pay grade classification within the promotional unit in which the vacancy exists. If no such person exists, then the job shall be offered to most senior qualified employee in classification of equal pay grade or the next lower pay grade in the remaining promotional units.

4. The successful bidder shall receive a trial period of ninety (90) days after the employee is permanently certified in the new position. Such employee shall be compensated at the rate of pay of his new classification. The employee's new pay rate shall be the rate step within the new classification which is immediately higher than the employee's old rate step.

5. The Union and the employee will be kept advised of the progress made in the learning of the new assignment. The employee will be given every assistance to successfully meet the requirements of the job. If the employee fails to successfully meet these requirements within the probationary period, he shall be returned to his former classification and shall assume seniority and pay as though he had never left his old classification.

6. Promotions made shall be to the step in the salary range which represents a minimum of a 2% increase over the promoted employee's previous base salary.

**ARTICLE 19**  
**DEMOTIONS AND LAYOFFS**

Layoffs and demotions shall be effectuated in accordance with Civil Service Commission rules and regulations, where applicable.

The parties agree to meet to negotiate other alternatives to layoffs.

**ARTICLE 20**  
**HOURS OF WORK - NON-PUBLIC SAFETY TELECOMMUNICATORS**

1. The Employer agrees to schedule each employee for seven (7) hours of work each day and for thirty-five (35) hours of work each week, Monday through Friday inclusive. There shall be no split shifts. Part-time employees shall be paid only for hours worked.

2. The Employer shall allow a one (1) hour lunch period each day.

3. The Employer agrees to allow an additional paid one-half (½) hour lunch period whenever an employee is required to work ten and a half (10½) consecutive hours, and an additional paid one-half (½) hour lunch period for each subsequent four (4) hours of work.

4. The Employer agrees to compensate employees with a meal allowance of seven dollars and fifty cents (\$7.50) for overtime lunch period.

5. The Employer agrees to guarantee each full-time employee a minimum of seven (7) hours of work or pay in lieu thereof each day, Monday through Friday.

6. The parties agree that work schedules and overtime pay shall be in accordance with recent changes and rulings pertaining for federal law and regulations.

**ARTICLE 20-A**  
**HOURS OF WORK - PUBLIC SAFETY TELECOMMUNICATORS**

1. Public Safety Telecommunicators shall work a "four days on/fours days off work schedule.
2. Each twenty-four (24) hour day shall be divided into three (3) shifts, as follows:

Where no Public Safety Telecommunicators are on vacation:

Day Shift	6:00 a.m. - 5:00 p.m.
Afternoon Shift	1:00 p.m. - 12:00 a.m.
Night Shift	7:00 p.m. - 6:00 a.m.

Where a Public Safety Telecommunicator is on vacation:

Day Shift	6:00 a.m. - 5:00 p.m.
Night Shift	5:00 p.m. - 4:00 a.m.

3. Each Public Safety Telecommunicator is entitled to a one (1) hour lunch period per shift.
4. For every four (4) hours a Public Safety Telecommunicator works in addition to and immediately following his/her regular shift, that individual shall be entitled to a fifteen (15) minute break period.
5. The parties agree that work schedules and overtime pay shall be in the accordance with recent changes and rulings pertaining for federal law and regulations.
6. Effective July 1, 2000, currently employed Public Safety Telecommunicators will receive a one-time payment of \$1,500.00 added into the Public Safety Telecommunicator's base salary. The \$1,500.00 will be effective after the application of the July 1, 2000 annual increase set forth in Article 21, Paragraph 2. The \$1,500.00 will remain in the Public Safety Telecommunicator's base salary for any future negotiated increases.

**ARTICLE 21**  
**RATES OF PAY**

1. Effective July 1, 1995, there shall be a new salary structure as set forth in Schedule "A" attached hereto. With the exception of Range R4 the salary ranges shown herein shall consist of five (5) steps from minimum to maximum with each step representing an increment of one (1) additional year's service. A year's service shall be determined utilizing the calculation set forth in Article 27, Section 1 of this Agreement.

2. Salary Range R4 shall be a seven (7) step salary range and shall consist of two separate step



systems; the first for those in the R4 range hired prior to January 1, 1985, the second for those hired after that date.

3. Those employees working as Clerk Typist on July 1, 1995, and who were within the R4 range under the 1992-1995 Agreement, and who are promoted to Senior Clerk Typist during the term of this Agreement shall move to the top of the R4 Range under this Agreement. Said salary shall remain fixed for the life of this Agreement.

4. The negotiated increases in wages rate are as follows:

Effective: July 1, 2011 – 1%	January 1, 2013 – 2.0%
January 1, 2012 – 1.5%	January 1, 2014 – 2.0%

a. Employees hired after July 1, 2011 will not progress through the steps. The salary for employees hired after July 1, 2011 shall be set forth in Schedule A of the new agreement and they shall be equal to the starting salary in each range in the prior contract.

b. The parties agree that the following salary/title adjustment will be made effective January 1, 2012 for the following employees:

1. Nicole DiRini R3/Step 5 to R2/Step 5  
*(Change title to Principal Assessing Clerk)*
2. Lisa Falocco R4/Step 5 to R3/Step 2  
*(Change title to Senior Clerk)*
3. Barbara Fleischman R2/Step 5 to R1 \* (no steps)  
*(Change title to Administrative Secretary – 2% salary increase + raise)*
4. Athena Mimikos 5A/Step 5 to 5A \* (no steps)
5. Remove **Date of hire prior to 1/1/04** from 5A.  
*(Change title to Senior Public Safety Telecommunicator -5% salary increase + raise.)*
6. Move Deputy Registrar from R3 to R4
7. Change 5A **Date of hire after 1/1/04** to 6A and remove **Date of hire after 1/1/04**.

5. By execution of this Agreement, the Employer and the employees agree that the salaries and job titles established hereby are accurate and correct.

**ARTICLE 22**  
**WORKING AT DIFFERENT RATES**

An employee assigned to a classification with a higher rate of pay for three (3) or more consecutive working days shall be compensated for all time so worked at the rate of the same step of the salary range next higher than the range of said employee's permanent classification.

Female Public Safety Telecommunicators may be required to undergo training and to become certified as Police Matrons. Those Public Safety Telecommunicators certified as Police Matrons may be required, while on duty and as part of their job duties, to serve as matrons for the Rahway Police Department. For any time spent performing matron duties, that Public Safety Telecommunicator will receive her appropriate hourly rate of pay for that time, plus the difference between the appropriate hourly rate and \$25.00 (the hourly rate currently paid Police Matrons), for a minimum of two (2) hours, when called in on off-duty hours. The provisions of this paragraph apply only to those occasions when a Public Safety Telecommunicator, while actively performing her duties as such, is assigned to matron duties.

**ARTICLE 23**  
**PREMIUM PAY**

All overtime pay shall be at the rate of one and one-half (1½) times the straight time hourly rate, with the exception of time spent in the service of the Employer on any Sunday which shall be paid at two (2) times the straight time hourly rate. The straight time hourly rate for full-time employees shall be computed by dividing the annual base salary by 2,080.

Public Safety Telecommunicators are not eligible for premium pay for work performed on Sundays.

**ARTICLE 24**  
**PAYDAY**

1. The City shall have the option to change the pay system to a twice monthly system and shall do so, provided no other affected bargaining unit fails to agree to same. The pay day will be the 13<sup>th</sup> and the 27<sup>th</sup> of each month. If pay falls on Saturday, checks will be paid on Friday, if pay day falls on Sunday, employees will be paid on Monday.

2. When pay falls on a holiday, then the preceding work day will be pay day.

3. Overtime pay will be by separate check on the second pay of each month.

4. All Employees will be paid pursuant to a system of direct deposit.

**ARTICLE 25**  
**LONGEVITY**

1. Employees are entitled to receive increments in longevity pay of two percent (2%) following the completion of each four (4) year's of employment, up to a maximum of twelve percent (12%).

2. The Employer agrees to pay longevity entitlement in accordance with the following formula: Previous year's base salary multiplied by total longevity percentage entitlement equals total longevity pay. Longevity pay shall be considered as part of base wages for the purpose of computing holiday pay, sick pay and retirement.

3. The Longevity entitlement described above is based on each employee's initial date of hire.

4. Employees hired after December 31, 1978 shall not be entitled to any longevity pay.

**ARTICLE 26**  
**HOLIDAYS - NON-PUBLIC SAFETY TELECOMMUNICATORS**

1. The Employer agrees to pay each employee seven (7) hours pay, without working for each of the following holidays:

New Year's Day	Columbus Day
President's Day	Veteran's Day
Martin Luther King's Day	General Election Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

(Plus any holiday declared by either the President, the Governor, or Mayor)

2. Any holiday which falls on Saturday shall be celebrated on the proceeding Friday. Any holiday which falls on Sunday shall be celebrated the following Monday.

3. Christmas Eve Day and New Year's Eve Day shall be holidays when Christmas or New Year's Day do not fall on a Sunday or Monday.

**ARTICLE 26 - A**  
**HOLIDAYS - PUBLIC SAFETY TELECOMMUNICATORS**

Each Public Safety Telecommunicator shall be compensated with thirteen (13) paid holidays to be bid on the basis of seniority. If a holiday falls on a Public Safety Telecommunicator's regularly scheduled day off, or chosen vacation period this shall not preclude him/her from receiving his/her full compliment of holidays per year.

Said holidays are as follows:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Good Friday	Thanksgiving Day
Easter	Christmas Day
Memorial Day	President's Day
Independence Day	Election Day Labor Day

B. Public Safety Telecommunicator's holiday time must be taken either in conjunction or not in conjunction with vacation time--in blocks of four (4) days, unless otherwise authorized by the Director of Public Safety or his designee. Such authorization will not be withheld unreasonably.

C. Each Public Safety Telecommunicator shall be compensated at the conclusion of the calendar year for any holiday time not taken during the preceding year, provided that unused holiday time resulted from the City's denial of same due to exigent circumstances.

**ARTICLE 27**  
**VACATIONS**

1. Vacation entitlement shall be based on the employee's total employment seniority accrued to December 31<sup>st</sup>. Employees, commencing employment with the City of Rahway on or after the 1<sup>st</sup> day of January, but on or before the 30<sup>th</sup> day of June of any year, shall be given credit, for the purpose of vacation entitlement, with one full year's employment. Employees commencing employment with the City of Rahway on or after the 1<sup>st</sup> day of July of such year but on or before the 31<sup>st</sup> day of December of such year shall not, for the purpose of vacation be credited with any time for such year.

2. Vacation pay shall be based on seven (7) hours straight time pay for Non-Public Safety Telecommunicator employees, and ten (10) hours straight pay for Public Safety Telecommunicators, for each day of vacation.

**TOTAL EMPLOYMENT SENIORITY VACATION ENTITLEMENT**

- a. For employees hired prior to July 1, 2011
  - Less than one (1) year      One (1) day for each month of employment
  - One (1) year                      Twelve (12) days
  - More than one (1) year      Twelve (12), plus one (1) day for each additional year of employment up to maximum of twenty-five (25) days
- b. For employees hired after July 1, 2011
  - Less than one (1) year      .83 days for each month of employment for a maximum of ten (10) days
  - More than one (1) year      Ten (10) days plus one (1) day for each additional year of employment up to maximum of twenty (20) days

3. Vacations may be scheduled throughout the calendar year.

4. Vacation schedules by Department shall be posted by April 15<sup>th</sup> of each year. The parties shall clarify and agree to provisions for allowing use of vacation time by days at time departmental operations will not be impaired.

5. In each Department, preference for selection shall be awarded employees in the order of greatest total employment seniority in the bargaining unit. In order to comply with selection of vacations by total

employment seniority, the City shall maintain the right to assign personnel during vacation, as the efficient governing of the City requires.

6. In the event a holiday, named in this Agreement, falls during a Non-Public Safety Telecommunicator employee's vacation period, such Non-Public Safety Telecommunicator employee shall receive an additional day's vacation.

7. Vacation pay will be paid on the pay day prior to the start of the vacation period, upon request of the individual employee.

8. Vacation time from any given year may be held over to the following year, provided that the request is made in writing to the Business Administrator in that given year and such request is approved in writing by the Business Administrator.

9. Vacation time must be taken by Public Safety Telecommunicator employees--either in conjunction with or not in conjunction with holiday time--in blocks of four (4) days unless otherwise authorized by the Director of Public Safety or his designee. Such authorization will not be withheld unreasonably.

**ARTICLE 28**  
**PERSONAL DAYS - NON-PUBLIC SAFETY TELECOMMUNICATORS**

Effective January 1, 2004, Employees shall be entitled to four (4) days leave per year for personal business. Prior to using any such leave, employees shall obtain the approval of the Department Head, which approval shall not be unreasonably withheld. A minimum of twenty-four (24) hours notice to the appropriate Department Head is required for use of a personal day(s).

All employees hired after July 1, 2011 will receive two (2) personal days a year.

**ARTICLE 28 -A**  
**PERSONAL DAYS - PUBLIC SAFETY TELECOMMUNICATORS**

Effective January 1, 2004, Public Safety Telecommunicators shall be entitled to four (4) leave days per year for personal business. Prior to using any such leave, employees shall obtain the approval of their

Department Head, which approval shall not be unreasonably withheld. A minimum of twenty-four (24) hours notice to the appropriate Department Head is required for use of a personal day(s).

All employees hired after July 1, 2011 will receive two (2) personal days a year.

**ARTICLE 29**  
**SICK LEAVE - NON-PUBLIC SAFETY TELECOMMUNICATORS**

1. Employees on the payroll as of December 31<sup>st</sup> of the preceding year shall be entitled to fifteen (15) sick leave days, at the beginning of each calendar year without loss of pay.
2. Employees hired after January 1<sup>st</sup> shall be entitled to 1.25 sick leave days for each month of employment, without loss of pay.
3. Any employee's entitlement to accumulated pay for sick leave shall be prorated during the year for the employee's last year of employment with the City based on the amount of time the employee served during that calendar year.
4. The City shall implement a new sick leave verification policy at its expense.
5. Employees hired after July 1, 2011 will receive fifteen (15) sick days per year which days will not accumulate. At the end of each year unused days will be lost and sick time starts over in each new year.
6. Accumulated sick leave for employees hired prior to July 1, 2011 will be capped at the number of sick days accumulated in their sick time bank as of June 30, 2011. Sick time earned starting July 1, 2011 will not accumulate.

**ARTICLE 29 –A**  
**SICK LEAVE – PUBLIC SAFETY TELECOMMUNICATOR**

1. Employees on the payroll as of December 31<sup>st</sup> of the preceding year shall be entitled to twelve (12) sick leave days, at the beginning of each calendar year without loss of pay.
2. Employees hired after January 1<sup>st</sup> shall be entitled to one (1) sick leave day for each month of employment, without loss of pay.



3. Any employee's entitlement to accumulated pay for sick leave shall be prorated during the year for the employment with the City based on the amount of time the employee served during that calendar year.

4. The City shall implement a new sick leave verification policy at its expense.

5. Employees hired after July 1, 2011 will receive twelve (12) sick days per year which days will not accumulate. At the end of each year unused days will be lost and sick time starts over in each new year.

6. Accumulated sick leave for employees hired prior to July 1, 2011 will be capped at the number of sick days accumulated in their sick time bank as of June 30, 2011. Sick time earned starting July 1, 2011 will not accumulate.

### **ARTICLE 30** **TERMINAL LEAVE**

1. Effective January 1, 2001, the employees' terminal leave program will be as follows:

- Employees' sick leave banks maintained for terminal leave purposes and earned before January 1, 2001 will be paid out upon retirement on a day for day (100%) basis up to the first ninety (90) days earned; thereafter, the payment will be on the basis of one (1) day for each three (3) days earned.
- All sick leave earned after January 1, 2001 will accrue for terminal leave purposes on the basis of ½ day paid out as terminal leave for each day earned (50%).
- Irrespective of the time and manner in which terminal leave has been accrued by employees, no employee will be entitled to more than \$15,000 terminal leave payout upon retirement.
- The method used to charge sick leave, for terminal leave purposes, will be on the basis of last in/first out. Thus, sick leave days earned after January 1, 2001 will be charged before sick leave days earned before January 1, 2001.

2. Employee's retiring at or after age 55, with minimum of five (5) years of service, shall receive terminal pay computed on a pro-rata basis.

3. In the event of an employee's death, payment of the above shall be made to the employee's heir(s).

4. Employees hired after July 1, 2011 will receive no terminal leave pay for sick time.

**ARTICLE 31**  
**FAMILY LEAVE**

Employees will be entitled to maternity leave without pay, with the opportunity to return to work, for a maximum of one (1) year, with the start of said leave to mutually agreed. Unpaid leaves of absences for other family-related reasons shall only be granted pursuant to Federal Family and Medical Leave Act, and New Jersey Family Leave Act, where applicable. Health and Medical insurance benefits shall remain in force, provided that the employee is not otherwise covered or eligible for said coverage and provided that the employee has completed a minimum of two (2) years of continuous employment with the City at the time family leave is initiated.

**ARTICLE 32**  
**GROUP INSURANCE AND PENSION**

Each employee shall be enrolled for all benefit entitlements provided within the Public Employees Retirement System.

**ARTICLE 33**  
**HEALTH CARE INSURANCE GROUP**

1. The Employer shall provide each employee with the following health care insurance with dependent coverage: Hospitalization, Surgical, Diagnostic and Major Medical. All employees enrolled in the traditional health plan shall, effective August 1, 2008 enroll in the Direct Access plan. Effective July 1, 2011 all employees will contribute to the cost of health benefits an amount equal to 8% of current monthly premium cost for the plan in which they are enrolled.

2. Hospitalization benefits, as paid by the City, shall be continued for members retired on pension, provided as follows:

- a. That this benefit is subject to the rules, regulations and provisions of the New Jersey Division of Pension;
- b. That the retired member is eligible to enroll for said coverage through the New Jersey Division of Pension and does so enroll;

- c. The member is not eligible for significantly similar coverage by virtue of other employment or by virtue of coverage through a family member;
- d. The member is not eligible for government coverage through other programs; for example, Medicare
- e. In the case of "c" or "d" above, the members shall not enroll for any coverage that requires payment by the City

3. Upon the implementation of an OPEIU disability plan, and after receipt of an itemized invoice from the Union, the City agrees to contribute one percent (1%) of a participating employee's base salary for a long term disability insurance plan to be purchased and administered by the OPEIU for all employees working twenty (20) hours or more. The method of said contribution shall be that the OPEIU, shall submit a monthly invoice to the City, listing the participating employees and the contribution due for each and as a total. Base salaries utilized shall be computed by taking an employee's annual salary rate and dividing by twelve (12). Upon verification of said voucher, the City shall pay the indicated sum to the OPEIU. Should the insurance program or the insurance carrier change, the Union will notify the City of such change at least sixty (60) days in advance of such change, or as soon as practical. OPEIU hereby indemnifies the City against any contractual liability based upon disability claims filed by employees or any claims resulting from the termination of the prior disability plan.

4. The City shall provide an eye examination by an eye doctor for all unit employees one (1) time every two (2) years. The City shall allow up to \$150.00 one time every two (2) years for eyeglasses or lens required by such employee.

5. The City shall maintain a dental insurance plan and a prescription drug plan for all full-time unit employees. The prescription drug plan shall have a co-payment of \$3.00 for generic drugs and \$10.00 for brand name drugs.

**ARTICLE 35**  
**FUNERAL LEAVE**

1. The Employer agrees to grant an employee a funeral leave with full pay when a death occurs in the employee's immediate family.
2. The employee's immediate family is considered to include: spouse, children, brother, sister, parents, parents-in-law, stepfather, stepmother, brother-in-law, sister-in-law, grandparents or grandchildren of the employee or spouse.
3. This provision also applies for any other relative which resides with the employee.
4. Funeral leave with pay shall not exceed three (3) working days and shall terminate the day following the funeral.
5. The employer may request submission of proof.
6. Additionally, funeral leave up to one (1) day may be granted for the purpose of attending the funeral of a natural aunt or uncle or spouse of same.

**ARTICLE 36**  
**SPECIAL LICENSES**

The Employer shall pay the fee for the grant or renewal of any special licenses which the employee is required by law to have in the performance of the duties and responsibilities covered by this job classification (NOTE: See Addendum #1).

Each Public Safety Telecommunicator shall be required annually to obtain an American Heart Association Provider B or American Red Cross Community Level CPR certification. These certifications will be obtained at no cost to the City provided the City runs or makes the required training available to the Public Safety Telecommunicators.

Each Public Safety Telecommunicator shall also complete an annual eight (8) hour in-service training during each year of employment. Each Public Safety Telecommunicator shall receive compensation at their regular rate of pay for time spent in this in-service.

**ARTICLE 37**  
**JURY DUTY**

1. An employee who is called to jury duty shall immediately notify the Employer.
2. An employee who is excused from jury duty service on any day shall report for work on such day.
3. An employee shall not be required to report back for work on any day he is in attendance at court for jury duty service, regardless of the employee's shift.
4. The employer agrees to pay the employee an amount, in addition to jury duty service fees, sufficient to guarantee no loss in wages on account of such absence from work.

**ARTICLE 38**  
**MILITARY LEAVE**

1. Employees enlisting or entering the military or naval service of the United States, pursuant to the provisions of the Universal Military Training and Service Act and amendments, thereto, shall be granted all rights and privileges provided by the Act.
2. Upon return from military service leave, an employee shall resume all his former employment service credits, together with such improvements as he would have gained had he not entered military service, so that in no event will his employment service credit status be less than that provided by applicable government laws and regulations.

**ARTICLE 39**  
**WORKING CONDITIONS**

The Employer agrees to maintain a clean, sanitary washroom having hot and cold running water and with toilet facilities for employees only, if possible.

**ARTICLE 40**  
**COMPENSATION CLAIMS**

1. The Employer agrees to cooperate toward the prompt settlement of employee on-the job claims when such claims are due and owing, as required by law. The Employer shall provide Workmen's Compensation protection for all employees or the equivalent thereof if the injury arose out of or in the course of employment.

2. In the event that an employee is injured on the job, the Employer shall pay such employee his day's guarantee for that day's loss because of such injury. An employee, who is injured on the job and is sent home or to the hospital, or who must obtain medical attention, shall receive pay at the applicable hourly rate of pay for the balance of his regular shift that day. An employee, who is required by the Workmen's Compensation doctor to receive additional medical treatment during his regularly scheduled working hours, shall receive his regular hourly rate of pay for such time. An employee injured while on the job (i.e. suffering a working related injury) will receive compensation for no more than seventy percent (70%) of his or her weekly salary, in accordance with N.J.S.A. 34:15-12.

3. Workmen's Compensation doctor shall mean the doctor selected by the Employer.

**ARTICLE 41**  
**SEPARABILITY & SAVINGS CLAUSE**

1. If any article or section of this Agreement or of any supplements or riders, thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any supplements or riders, thereto or the application of such article or section to persons or circumstances other than those as to which it has been invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

2. In the event that any article or section is held invalid or enforcement of or compliance with has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining

negotiations after receipt of written notice of the desired amendments by either Employer or Union for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint.

**ARTICLE 42**  
**COURT APPEARANCES**

Meals and mileage expenses shall be paid to off-duty Public Safety Telecommunicators while attending court outside the City in connection with a matter arising out of his/her employment with the City, if the Director of Public Safety does not provide transportation and the Director of Public Safety determines that it is not practical to have a meal at home meals expenses shall be paid by the City at a rate of \$7.00 for dinner, \$5.00 for lunch, and \$3.00 for breakfast, when approved by the Director of Public Safety.

Mileage expense shall be paid by the City at the current published IRS mileage reimbursement rate per mile if the Director of Public Safety determines such transportation is necessary and does not provide the same. All time spent in connection with such Court appearances will be compensated at the employee's regular hourly rate of pay.

**ARTICLE 43**  
**UNIFORMS**

Newly-hired Public Safety Telecommunicators will be provided with a uniform voucher in the amount of \$300.00 with which to purchase two (2) pair of uniform pants and four (4) uniform shirts and any other required clothing. Each year thereafter, every Public Safety Telecommunicator continuing in his/her employment shall receive a uniform voucher of \$200.00 with which to purchase one (1) pair of uniform pants and two (2) uniform shirts and other replacement clothing.

**ARTICLE 44**  
**LEGAL REFERENCE**

1. Nothing contained in this Agreement shall alter the authority conferred by law, ordinance, resolution or administrative code, upon any City official or in any way reduce or abridge such authority. This Agreement shall be construed as requiring City officials to follow the terms contained herein to the extent that they are applicable in the exercise of the responsibilities conferred upon them by law.

2. Nothing contained, herein, shall be construed to deny or restrict to any employee such rights as he may have under applicable law.

**ARTICLE 45**  
**MAINTENANCE OF STANDARDS**

Protection of Conditions: The Employer agrees that all conditions of employment relating to wages, salaries, hours of work and benefits shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvements are made elsewhere in this Agreement. It is agreed that the provisions of this section shall not apply to inadvertent or bona fide errors made by the Employer or the Union in applying the terms and conditions of this Agreement if such error is corrected within ninety (90) days from the date of the error. This provision does not give the Employer the right to impose or continue wages, hours and working conditions less than those contained in this Agreement.

**ARTICLE 46**  
**PROFESSIONAL ACHIEVEMENT INCENTIVE PROGRAM**

The City will pay 100% of all requested and approved courses and certifications required to maintain or improve an employee's appointed title and position including, but not limited to Continuing Education Credits, training classes, and certification classes. Employees must obtain prior approval for courses from both the




Department Head and Business Administrator which will be granted or denied at the Department Head's and/or Business Administrator's sole discretion.

**ARTICLE 47**  
**TERMINATION CLAUSE**

This Agreement shall be in full force and effect from the 1<sup>st</sup> day of July, 2011 up to and including December 31, 2014, and shall continue from year to year thereafter, unless and until written notice of a desire to cancel or terminate the agreement is served by either party upon the other, at least sixty (60) days prior to the date of expiration.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the 14<sup>th</sup> day of July of 20 11.

CITY OF RAHWAY

  
RICK PROCTOR  
MAYOR


  
JEAN KUC, CLERK

LOCAL 32 OFFICE AND PROFESSIONALS  
EMPLOYEE INTERNATIONAL UNION

  
ALLEN BYRON  
SECRETARY-TREASURER

  
LOIS A. CUCCINELLO  
BUSINESS REPRESENTATIVE

  
ATHENA MIMIKOS, SHOP STEWARD

  
MONA JOHNSON, SHOP STEWARD

**SCHEDULE A**

**WAGES – EMPLOYEES HIRED PRIOR TO 7/1/11**

**CLASSIFICATION                      1A**

Sr. Sanitary Inspector

<b><u>Effective</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
<b>July 1, 2011</b>	65,294	66,294	67,294	68,295	69,294
<b>January 1, 2012</b>	66,274	67,289	68,304	69,320	70,333
<b>January 1, 2013</b>	67,599	68,635	69,670	70,706	71,740
<b>January 1, 2014</b>	68,951	70,007	71,063	72,120	73,175

**CLASSIFICATION                      2A**

Sanitary Inspector

<b><u>Effective</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
<b>July 1, 2011</b>	61,580	62,579	63,579	64,579	65,579
<b>January 1, 2012</b>	62,503	63,518	64,533	65,548	66,562
<b>January 1, 2013</b>	63,753	64,788	65,823	66,859	67,894
<b>January 1, 2014</b>	65,028	66,084	67,140	68,196	69,251

**CLASSIFICATION                      3A**

Technical Assistant to Construction Official

<b><u>Effective</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
<b>July 1, 2011</b>	46,581	47,745	48,910	50,074	51,239
<b>January 1, 2012</b>	47,279	48,461	49,643	50,825	52,007
<b>January 1, 2013</b>	48,225	49,431	50,636	51,842	53,047
<b>January 1, 2014</b>	49,189	50,419	51,649	52,879	54,108

**CLASSIFICATION**

**4A**

Public Health Nurse

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
July 1, 2011	43,490	44,497	45,498	46,499	47,499
January 1, 2012	44,143	45,164	46,180	47,196	48,211
January 1, 2013	45,026	46,068	47,104	48,140	49,175
January 1, 2014	45,926	46,989	48,046	49,103	50,159

**CLASSIFICATION**

**5A**

Public Safety Telecommunicator

**Date of hire prior to 7/1/00**

<u>Effective</u>	
July 1, 2011	39,364

Senior Public Safety Telecommunicator

<u>Effective</u>	
January 1, 2012	41,952
January 1, 2013	42,792
January 1, 2014	43,648

**CLASSIFICATION**

**6A**

Public Safety Telecommunicator Trainee

Public Safety Telecommunicator

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
July 1, 2011	30,483	32,177	33,870	35,564	37,257
January 1, 2012	30,940	32,660	34,378	36,097	37,815
January 1, 2013	31,559	33,313	35,065	36,819	38,572
January 1, 2014	32,190	33,979	35,767	37,556	39,343

**CLASSIFICATION** **R1**

Administrative Secretary

<u>Effective</u>	
January 1, 2012	47,030
January 1, 2013	47,971
January 1, 2014	48,930

**CLASSIFICATION** **R2**

Clerk Stenographer 3 (*formerly Principal Clerk Stenographer*)  
 Keyboarding Clerk 3 (*formerly Principal Clerk Typist*)  
 Clerk 3 (*formerly Principal Assessing Clerk*)  
 Clerk Stenographer 2 (*formerly Clerk Stenographer hired prior to 6/1/99*)

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
July 1, 2011	41,427	42,426	43,424	44,428	45,426
January 1, 2012	42,049	43,062	44,076	45,094	46,108
January 1, 2013	42,890	43,923	44,957	45,996	47,030
January 1, 2014	43,747	44,802	45,857	46,916	47,970

**CLASSIFICATION** **R3**

Clerk 2 (*formerly Senior Clerk*)  
 Keyboarding Clerk 2 (*formerly Senior Clerk Typist*)  
 Clerk Stenographer 2 (*formerly Senior Clerk Stenographer*)  
 Clerk 2 (*formerly Senior Tax Clerk*)  
 Clerk 2 (*formerly Senior Assessing Clerk*)  
 Registrar of Vital Statistics  
 Clerk 1 (*formerly Tax Clerk hired prior to 5/1/93*)  
 Clerk 1 (*formerly Clerk hired prior to 8/1/88*)

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
July 1, 2011	40,493	41,495	42,494	43,494	44,494
January 1, 2012	41,101	42,118	43,131	44,146	45,161
January 1, 2013	41,923	42,960	43,994	45,029	46,064
January 1, 2014	42,761	43,819	44,874	45,930	46,985

**CLASSIFICATION****R4****Date of hire prior to 1/1/04**

Clerk 1 (*formerly Clerk*)  
 Keyboarding Clerk 1 (*formerly Clerk Typist*)  
 Deputy Registrar of Vital Statistics  
 Violations Clerk

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>July 1, 2011</b>	35,380	36,377	37,375	38,374	39,378
<b>January 1, 2012</b>	35,910	36,923	37,935	38,950	39,968
<b>January 1, 2013</b>	36,629	37,661	38,694	39,729	40,768
<b>January 1, 2014</b>	37,361	38,415	39,468	40,524	41,583

**CLASSIFICATION****R4****Date of hire after 1/1/04**

Clerk 1 (*formerly Clerk*)  
 Keyboarding Clerk 1 (*formerly Clerk Typist*)  
 Clerk 1 (*formerly Tax Clerk*)  
 Violations Clerk  
 Clerk Stenographer 1 (*formerly Clerk Stenographer*)

<u>Effective</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>July 1, 2011</b>	31,172	32,174	33,171	34,171	35,117
<b>January 1, 2012</b>	31,639	32,656	33,669	34,683	35,644
<b>January 1, 2013</b>	32,272	33,309	34,342	35,377	36,357
<b>January 1, 2014</b>	32,917	33,975	35,029	36,085	37,084

**WAGES – EMPLOYEES HIRED AFTER 7/1/11**

**CLASSIFICATION 1A**

Sr. Sanitary Inspector

<b><u>Effective</u></b>	<b><u>1</u></b>
July 1, 2011	65,294
January 1, 2012	66,274
January 1, 2013	67,599
January 1, 2014	68,951

**CLASSIFICATION 2A**

Sanitary Inspector

<b><u>Effective</u></b>	<b><u>1</u></b>
July 1, 2011	61,580
January 1, 2012	62,503
January 1, 2013	63,753
January 1, 2014	65,028

**CLASSIFICATION 3A**

Technical Assistant to Construction Official

<b><u>Effective</u></b>	<b><u>1</u></b>
July 1, 2011	46,581
January 1, 2012	47,279
January 1, 2013	48,225
January 1, 2014	49,189

**CLASSIFICATION 4A**

Public Health Nurse

<b><u>Effective</u></b>	<b><u>1</u></b>
July 1, 2011	43,490
January 1, 2012	44,143
January 1, 2013	45,026
January 1, 2014	45,926

**CLASSIFICATION** **5A**

Senior Public Safety Telecommunicator

<u>Effective</u>	
January 1, 2012	41,952
January 1, 2013	42,792
January 1, 2014	43,648

**CLASSIFICATION** **6A**

Public Safety Telecommunicator Trainee  
Public Safety Telecommunicator

<u>Effective</u>	<u>1</u>
July 1, 2011	30,483
January 1, 2012	30,940
January 1, 2013	31,559
January 1, 2014	32,190

**CLASSIFICATION** **R1**

Administrative Secretary

<u>Effective</u>	
January 1, 2012	46,565
January 1, 2013	47,496
January 1, 2014	48,446

**CLASSIFICATION** **R2**

Clerk Stenographer 3 (*formerly Principal Clerk Stenographer*)  
Keyboarding Clerk 3 (*formerly Principal Clerk Typist*)  
Clerk 3 (*formerly Principal Assessing Clerk*)  
Clerk Stenographer 2 (*formerly Clerk Stenographer hired prior to 6/1/99*)

<u>Effective</u>	<u>1</u>
July 1, 2011	41,427
January 1, 2012	42,049
January 1, 2013	42,890
January 1, 2014	43,747

**CLASSIFICATION****R3**

Clerk 2 (*formerly Senior Clerk*)  
 Keyboarding Clerk 2 (*formerly Senior Clerk Typist*)  
 Clerk Stenographer 2 (*formerly Senior Clerk Stenographer*)  
 Clerk 2 (*formerly Senior Tax Clerk*)  
 Clerk 2 (*formerly Senior Assessing Clerk*)  
 Registrar of Vital Statistics  
 Clerk 1 (*formerly Tax Clerk hired prior to 5/1/93*)  
 Clerk 1 (*formerly Clerk hired prior to 8/1/88*)

<u>Effective</u>	<u>1</u>
July 1, 2011	40,493
January 1, 2012	41,101
January 1, 2013	41,923
January 1, 2014	42,761

**CLASSIFICATION****R4****Date of hire after 1/1/04**

Clerk 1 (*formerly Clerk*)  
 Keyboarding Clerk 1 (*formerly Clerk Typist*)  
 Deputy Registrar of Vital Statistics  
 Clerk 1 (*formerly Tax Clerk*)  
 Violations Clerk  
 Clerk Stenographer 1 (*formerly Clerk Stenographer*)

<u>Effective</u>	<u>1</u>
July 1, 2011	31,172
January 1, 2012	31,639
January 1, 2013	32,272
January 1, 2014	32,917