

A G R E E M E N T

made between

COUNTY OF MIDDLESEX

and

ROOSEVELT HOSPITAL - NON PROFESSIONAL EMPLOYEES

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO LOCAL #1065

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January 1, 1990 - December 31, 1992

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THIS AGREEMENT made this 17<sup>th</sup> day of May, 1970,  
between the COUNTY OF MIDDLESEX, a Municipal Corporation, by its  
Board of Chosen Freeholders (hereinafter referred to as the  
Employer) and the COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO,  
(hereinafter referred to as the Union):

WHEREAS, the Union has been selected as the exclusive  
bargaining agent by the employees hereinafter to be defined, in  
accordance with Chapter 303 of the Laws of 1968, recognized by  
Resolution of the Employer dated October 15, 1970, and certified  
as such by the Public Employment Relations Commission; and

WHEREAS, the parties are engaged in the operation of a  
hospital serving the general public and are genuinely concerned  
with the maintenance of high standards of service and care; and

WHEREAS, said Union has been in negotiation with the  
Employer pursuant to Chapter 303 of the Laws of 1968; and

WHEREAS, the Union and the Employer have agreed upon certain  
terms of employment as a result of the negotiations carried on  
pursuant to Law;

NOW, THEREFORE, subject to Law herein provided, the parties  
hereto, in consideration of the following mutual promises,  
covenants, and agreements contained herein, do hereby establish  
the following terms and conditions which shall govern the  
activities of the parties and all affected employees.

## I. RECOGNITION

The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for all non-professional employees at Roosevelt Hospital employed by Middlesex County in the job titles and salary ranges specified in the Appendix/Recognition.

Any new title authorized for use by the Hospital will be negotiated for inclusion or exclusion from this bargaining unit. If the parties are unable to agree on the inclusion or exclusion of a title, the Union or the Employer will pursue statutory procedures under the New Jersey Public Employment Relations Act.

## II. UNION REPRESENTATIVES

The Union shall have the right to designate such members of the Union as representatives and they shall not be discriminated against due to their legitimate Union activities.

Authorized representatives of the Union shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of the final agreement reached, so long as such visits do not interfere with proper service to the public.

Two shop stewards on the 3:00 p.m. to 11:00 p.m. shift will be excused from their normal work duties, with pay, for a period not to exceed three (3) hours, six times per calendar year for the purpose of attending Union meetings.

### III. DUES CHECKOFF

(A) The County Comptroller and the County Treasurer agrees to deduct from the pay of each employee who furnishes a written authorization for such pay deduction in a form acceptable to the Employer during each calendar month, the amount of monthly Union dues. Dues shall be two (2) hours pay per month or such other amount as may be certified to the Employer by the Union at least thirty (30) days prior to the month in which the deduction of Union dues is to be made.

Deduction of Union dues pursuant hereto shall be remitted by the County to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, D.C. 20006, by the tenth (10th) day of the month following the calendar month in which such deductions are made, 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 Union President.

(B) Any member of the Union desiring to resign from the Union will be permitted to do so only on two specific occasions during the calendar year, i.e. on or before January 1st or July 1st. This request must be in writing to the President of the Union and the County Comptroller.

(C) The Employer agrees to forward the full name and address of all new employees, and employees who are discharged, granted leaves of absence, absence due to illness or injury, on



vacation, or who leave employment for any reason whatsoever, when submitting the dues deduction list to the Union.

(D) Dues deduction for any employee in this bargaining unit shall be limited to the Communications Workers of America, the duly certified majority representative.

(E) The County further agrees to deduct from the pay of each employee covered by this Agreement who does not furnish a written authorization for deduction of Union dues, an amount equal to eighty-five percent (85%) of the month Union dues, during each calendar month, commencing with the third (3rd) month of employment of such employee, 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 Union President.

Deductions of Union dues made pursuant hereto shall be remitted by the County to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, D.C. 20006, by the tenth (10th) day of the month following the calendar month in which such deductions were made.

IV. HOURS OF WORK

The hours of work for employees covered by this Agreement shall be as follows:

A. 40-hour week

Monday - Friday  
8:00 a.m. - 4:00 p.m.  
Building Maintenance Repairmen

Building Maintenance Repairers hired subsequent to March 31, 1981, because of the nature of their work, may be required to work different work schedules including weekends as assigned by management in order to maintain a proper and efficient operation of the Hospital.

Monday - Friday  
8:00 a.m. - 4:00 p.m.  
Painters, masons, carpenter, grounds keepers  
(June, July, August 7:00 a.m. - 3:00 p.m.)

Monday - Friday  
7:00 a.m. - 3:00 p.m.  
Seamstresses

Monday - Friday  
8:30 a.m. - 4:15 p.m.  
Clericals, Technicians, Therapy Aids

Monday - Friday  
7:30 a.m. - 3:15 p.m.  
Barbers

B. 80-hour week: The work hours for Eighty Hour employees are ten (10) eight-hour work days in each fourteen day period on a shift basis. The employees and shifts worked out as follows:

7-3  
Building Housekeeping Workers, Laundry Workers

7-3  
Switchboard Operators, Boiler Room, Hospital Attendants

Chauffeur

5:00 a.m. - 1:00 p.m.	1st Shift
7:00 a.m. - 3:00 p.m.	1st Shift
8:00 a.m. - 4:00 p.m.	1st Shift
9:00 a.m. - 5:00 p.m.	1st Shift
1:00 a.m. - 9:00 p.m.	2nd Shift
4:00 p.m. - 12:00 a.m.	2nd Shift

Part-Time  
9:00 a.m. - 12:00 p.m. 1st Shift

Dietary

6:30 a.m. - 2:30 p.m. 1st Shift  
11:00 a.m. - 7:00 p.m. 2nd Shift  
6:00 a.m. - 2:00 p.m. 1st Shift  
5:00 a.m. - 1:00 p.m. 1st Shift  
5:30 a.m. - 1:30 p.m. 1st Shift  
9:00 a.m. - 5:00 p.m. 1st Shift  
2:00 p.m. - 10:00 p.m. 2nd Shift

Part-Time  
8:00 p.m. - 12:00 p.m. 2nd Shift

C. Notwithstanding the preceding, the Hospital has the right to create new shifts different from those above. Current employees mandated to work a new shift shall not do so for a period to exceed six months.

D. All employees shall receive sixty (60) minutes for lunch plus fifteen (15) minutes for a break for each half ( $\frac{1}{2}$ ) day period of work (morning and afternoon) and equivalent shift periods shall each be considered a half-day period of work.

E. The hours of work are to remain in effect until mutually changed. Either party has the right to request a change, and such a request is to be subject for negotiations, It is further agreed that employees working in the field or on the road traveling shall compute their hours of work on a portal-to-portal basis.

F. Weekend Hours: All employees subject to work weekends will do so. However, it is fully understood and agreed that employees will work no more than 24 Saturdays and Sundays in a contract year. Employees with thirteen years' service shall work no more than 22 weekends in a contract year. Employees with 21 years of service shall work no more than 20 weekends in a contract year.

Additionally, weekend work shall be scheduled no more than every other weekend.

G. Schedules: The Hospital Director or his/her designee will post one (1) month in advance a working schedule which will assign employees every

other weekend.

G. Schedules: The Hospital Director or his/her designee will post one (1) month in advance a working schedule which will assign employees every other weekend off. However, it is understood and agreed that the (every other weekend off) schedule is subject to change, depending on proper employee staffing in order to keep the Hospital operating in a proper, safe, and efficient required manner, as decided by the Hospital Administration.

H. Snow Removal: Employees called out for snow removal after their normal work day shall receive payment for work performed at the rate of one and one-half ( $1\frac{1}{2}$ ) times their normal hourly rate. If snow removal continues without interruption after 8:00 a.m. of the following day, premium time will be paid only to those employees who normally do not work on snow removal.

I. Summer Hours: Laundry - During the period June 1, through September 15, employees working in the laundry shall begin their work day at 6:00 a.m. and end at 2:00 p.m.

## V. WAGES

A. Effective and retroactive to December 24, 1989 each eligible employee shall receive a salary increase of five (5½%) and one-half percent on his/her adjusted annual salary.

1. Hospital Attendants who have acquired a state certification or those Attendants who get certified will receive an additional five hundred (\$500.00) dollar increase upon certification which will be added to their base salaries after application of the negotiated wage increase.

2. Effective and retroactive to December 23, 1990, each eligible employee shall receive a salary increase of six (6%) percent on his/her adjusted annual salary.

3. Effective December 22, 1991, each eligible employee shall receive a salary increase of six (6%) percent on his/her adjusted annual salary.

4. The above salary increases shall be pro-rated for part-time employees.

B. Hospital Attendants who are assigned and do work in the Special Care Unit (S.C.U.) or Decubitus Care Unit (D.C.U.) by the Director or his/her designee will receive fifty cents (\$0.50) per hour in addition to his/her regular hourly rate for the hours worked in that unit.

C. In each year of the contract a new salary guide with minimums and maximums will be created for all titles. All employees except those at maximum and above shall receive an increment after receiving the raises specified in paragraph A., 1, 2, and 3. However, in no event shall any employee go above the maximum salary range. If a full increment would take an employee beyond the maximum, that employee shall receive that portion of the increment that takes him/her to the maximum of the salary range.

1. All employees except those at maximum shall be paid increments on a quaterly anniversary. Each eligible employee shall receive an

increment in 1990 and increments in the years 1991 and 1992 under the following schedule:

- a. October 1 - Dec 1 - 1st pay period in January
- b. January 1 - March 31 - 1st pay period in April
- c. April 1 - June 30 - 1st pay period in July
- d. July 1 - September 30 - 1st pay period in October

2. Employees must serve one year in order to receive an increment.

D. The salary guides for each year of the contract are attached as Appendix 90, 91, and 92. In each year, the minimum and maximum for each salary range was increased by the negotiated wage increase of either 5.5%, 6.0% and 6.0% for years 1990, 1991, and 1992 respectively.

## VI. WAGE INCREASE AND INCREMENT ELIGIBILITY

A. All employees in this bargaining unit being carried on the county payroll or on approved leaves absence, upon their return to employment, will receive the wage increase negotiated in the following manner and with the following exceptions:

B. Employees who sever employment with the County prior to the execution of this Agreement will not be included in the wage increase, with the exception of retirees and deceased employees in which case payment will be made to his/her estate.

1. Merit Increases: It is understood and agreed that pursuant to the intent of the New Jersey Employer-Employee Relations Act, Chapter 303, Laws of 1968 (N.J.S.A. 34-13A-1 et seq.) all wage increases are limited to the negotiated contractual amounts arrived at by means of the bargaining process. The only exceptions to this policy will be represented by certification to a higher position or a temporary or provisional appointment to a higher position. In these cases the promotion policy as contained in this contract will be observed.

2. New Employees: It is the intention of the County in cooperation with the bargaining unit, to start all new employees at the minimum of the rate range. Exceptions to this policy, if they should occur, will be communicated to the Chief Union Representative.

VII. LONGEVITY, SHIFT DIFFERENTIAL, AND WEEKEND DIFFERENTIAL

A. Longevity: All eligible employees shall be entitled to receive longevity which will be based upon their salary, maximum base \$30,000 as of December 31st of the previous year, starting with the completion of the 8th year of service as follows:

9 through 15 years of service = 2%

16 through 20 years of service = 5%

21 years and over = 7%

B. The rate of longevity paid is to be based upon the Resolution authorizing longevity payments and setting up schedules of payment of same duly adopted by the Employer on March 18, 1971 and as amended.

C. Employees eligible for longevity in 1989 shall be compensated for same effective January 1, 1990 with no retroactivity for the year 1989.

D. 1. Effective 12-24-89 to 12-22-90 second shift shall receive an additional seventy cents (.70¢) per hour and shift employees who work the third shift shall receive an additional sixty (.60¢) per hour over the hourly rate for the first shift of their unit.

2. Effective 12-23-90 to 12-21-91 shift employees who work a second shift shall receive an additional seventy-five cents (.75¢) per hour and shift employees who work the third shift shall receive an additional sixty-five cents (.65¢) per hour over the hourly rate for the first shift of their unit.

3. Effective 12-22-91 to 12-19-92 shift ~~employees~~ who work a second shift shall receive an additional eighty-cents (.80¢) per hour and shift employees who work the third shift shall receive an additional seventy-cents (.70¢) per hour over the hourly rate for the first shift of their unit.

Any such employees who work overtime shall receive shift differentials at the rate of time and one-half ( $1\frac{1}{2}$ ) for said overtime. Such employees include: powerhouse employees, switchboard operators, hospital attendants, chauffeurs,



watchman, truck and bus drivers, dietary, and building maintenance repair employees

4. All employees on standby status shall receive fifteen dollars (\$15.00) for each day of standby in addition to all other pay they are entitled to, or as otherwise required by law.

5. If an employee is called upon to work on a vacation or personal day, the employee will receive straight time for work performed on Monday through Friday, plus credit for the time, and his/her vacation or personal day worked to be used on a future date.

6. It is understood that employees who work on a forty hour (40) basis (Monday to Friday) who are called into work on a holiday will receive the regular straight time rate of pay plus time and one-half or the holiday hours worked.

E. Employees who are scheduled and work Saturday and Sunday as a part of their normal work week shall receive a weekend differential as follows:

45¢	-	1990
50¢	-	1991
55¢	-	1992

It is further understood and agreed that the weekend differential will be paid at a straight time rate of pay for the hours worked.

## VIII. OVERTIME

a. "Monday-Friday" employees shall receive time and one-half for all work performed at any time other than their regular "Hours of Work" specified above.

B. "Eighty-Hour" employees shall receive time and one-half pay for all work performed in excess of eight (8) hours in a given workday or any days in excess of ten (10) workdays in a given fourteen (14) day work period.

C. If an employee requests a vacation day and gives a prior five (5) day notice in advance and is later requested to work overtime on Saturday or Sunday, or the sixth or seventh work day in the same work week, he/she shall receive time and one-half pay for the extra day worked on the sixth or seventh day.

D. It is further understood that personal days and sick days will not be counted or used in computing overtime pay for hours worked in excess of the normal work week.

E. All employees shall receive 48 hours notice of overtime assignments by the Medical Director and Superintendent, or his designated alternate, except in emergencies. An employee called in after a normal shift or workday or from standby shall receive a minimum of four (4) hours compensation at time and one-half. An employee who performs ten (10) or more hours of work on a shift or workday shall receive an additional thirty (30) minutes for mealtime with time and one-half pay. Overtime shall be distributed as equally as possible and overtime refused shall be understood as overtime worked.

F. Employees in this bargaining unit, who are assigned work in the higher grade by the Director or his/her designee, shall be paid either a dollar per hour over their existing salary or the minimum of the higher title, whichever is greater, on an hour-by-hour basis until such time he/she no longer performs the duties in the higher grade. Effective upon signing of this contract the rate shall be increased to \$1.25.

G. Overtime schedules are to be posted by the Hospital Administration for employee reference and review.

## IX. MEDICAL BENEFITS

A. All full-time employees and employees who work twenty (20) hours or more and employee's eligible family (as defined by New Jersey State Health Benefits - traditional medical coverage) shall be covered by New Jersey State Health Benefits - traditional medical coverage at the employer's expense. Major Medical for the eligible employees and family shall be supplied at the Employer's expense.

B. Health Maintenance Organization (H.M.O.): Several Health Maintenance Organizations are available to the employees as an alternate to the traditional medical coverage. The County will contribute the same amount toward H.M.O. coverage as is contributed toward traditional coverage. In the event H.M.O. coverage is elected, the employee may be subject to a payroll deduction depending on the type of coverage.

C. Dental Plan: The union hereby acknowledges that the County has solicited and received bids for a new dental plan. If the current dental premiums increase in cost, and if employee elects either the modified coverage (36% employee participation) or the family coverage (55% employee participation) the employee's monthly cost for said coverage shall also proportionately increase provided the employee's monthly cost does not increase by more than 15% of the employee's current monthly share.

If the employee's monthly cost increases greater than 15% of employee's current monthly share, County and Union agree to meet, discuss, and negotiate the impact of any employee's cost increase greater than 15% of employee's current monthly share.

The employer agrees to contribute to the prepaid DMO plan the same amount as it contributed for the basic plan.

D. Vision Care: All full-time employees and part-time employees of this bargaining unit who work twenty (20) hours or more each week who have been employed for more than sixty (60) continuous days shall be entitled to receive the following allowance once every two (2) years. The reimbursement is limited

to the following allowance: One hundred and ten (\$110.00) dollars in the aggregate for any one or combination of the following:

Eye Examination  
Lenses and Frames  
or  
Contact Lenses

1. This program is as set forth by resolution authorizing these payments adopted by the Board of Chosen Freeholders on March 20, 1980 and as amended.

E. New Jersey State Temporary Disability Benefits Program:

The County agrees to provide disability insurance through the New Jersey State Temporary Disability Program effective January 1, 1981, in accordance with P.L. 1980, Chapter 18, approved March 26, 1980. It is understood that said law requires contribution from the Employer and the employee.

F. Drug Prescription Plan: All eligible employees and eligible employees' family will be covered by a Drug Prescription Program at the employer's expense. There will be a \$1.25 co-payment per prescription by the employee.

G. Extended Medical Benefits: The Hospital will extend to a maximum period of ninety (90) days the health insurance coverage of eligible employees and their covered dependents enrolled in the State Health Benefits program upon exhaustion of such employee's accumulated sick and vacation leave and who are granted approved sick leave without pay, with the Hospital paying the cost.

H. Retiree Benefits: Employees who retire within the meaning of PERS shall be entitled at their own expense at group rates to purchase dental and prescription care, including any additional administrative fee the plan may charge.

## X. HOLIDAYS

A. The present holiday schedule in effect is to be adhered to and also to be observed are any other holidays declared legally constituted authorities of the State and Federal Government, provided such holidays are approved by the Board of Chosen Freeholders of Middlesex county.

New Year's Day

Martin Luther King's Birthday

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Election Day

Veteran's Day

Thanksgiving Day

Day following Thanksgiving Day

Christmas Day

B. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls during an employee's vacation or bereavement time, he shall be granted an additional day off with pay.

C. Holidays not worked shall be counted as days worked for overtime computation in computing the sixth or seventh consecutive days of work at the rate of time and one-half. However, it is understood and agreed that personal days and sick days will not be counted or used in computing overtime pay for hours worked in excess of the normal work week.

D. All employees who are subject to major holiday work scheduling (Thanksgiving Day, Christmas Day, July 4th, and/or New Year's Day) and who work on Thanksgiving Day, Christmas Day, July 4th, and/or New Year's Day will receive the regular straight time rate of pay plus double time for the holiday hours worked.

E. In order to be eligible for holiday pay, an employee shall work his/her last scheduled work day prior to the holiday and the next scheduled work day following the holiday. Exceptions to this provision shall be by authorized absence or verifiable illness if requested.

F. All full-time employees working on all holidays, except Thanksgiving, Christmas Day and/or New Year's Day will receive their regular day's pay at a straight time rate plus time and one-half ( $1\frac{1}{2}$ ) for the holiday worked and no compensatory time.

G. All full-time employees scheduled off on a holiday shall receive their regular time rate and no compensatory day.

H. Any hours paid for at overtime rates shall not be pyramided or used again for computing other overtime pay in excess of the normal work week or for any other pay.

## XI. PERSONAL DAYS

A. All employees shall have four (4) personal days for any personal purpose. Personal days may not be accumulated, personal days may be taken on separate days or consecutively; however, the employee should give the Employer three (3) days' notice for one personal day, four (4) days' notice for two (2) consecutive personal days to be taken by the employees, and five (5) days' notice for three (3) consecutive days. New employees shall accrue one (1) personal day at the end of each third (3rd) month of employment and severance pay shall be calculated considering personal days on the basis of one (1) accrued personal day per third (3rd) month of employment completed in the year said employment is terminated.

B. Exceptions to the above shall be subject to verification of the emergency.



## XII. BEREAVEMENT

A. All full-time employees shall be eligible to receive a maximum of five (5) full time days leave for death of spouse and child.

B. All full-time employees shall be eligible to receive a maximum of three (3) full-time days in the event of the death of his/her current son-in-law, current daughter-in-law, parent, current mother-in-law, current father-in-law, brother, current brother-in-law, sister, current sister-in-law, grandparent, grandchildren, aunts, uncles, and any other relative living in the immediate household, such leave being separate and distinct from any other leave time.

C. It is understood and agreed that this Bereavement Leave will be communicated to the Department Head by the employee and said employee shall be granted three (3) working days next following the day of death. The employee will be compensated for time lost during said period from his regularly scheduled work, not to exceed three (3) days. However, it is understood that the hours worked shall be used in computing overtime pay for hours worked in excess of forty (40) hours in the work week or any other pay.

D. Part-time employees shall receive the next one working day following death.

E. The time of bereavement leave will be allowed to be taken within a ten (10) day period at the discretion of the employee with a prior notification to his/her Department Head. It is further understood that there will be no fragmentation of the bereavement leave. The leave must be taken by the designated days once the option is taken.

### XIII. VACATIONS

A. A new employee shall be granted vacation leave only at a rate of one (1) day per month on a month-to-month basis until the completion of one (1) full year of employment. Upon completion of said year, a pro-rata number of vacation days shall be credited to the employee for the balance of the calendar year ending December 31st.

B. If separation occurs before the end of the year and more vacation days have been taken than is appropriate, the per diem rate of pay for the excess days shall be deducted from the final pay.

C. All employees shall be granted vacation leave based upon the following schedule:

<u>YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION</u>
Less than one year	One working day for each month of service.
One to five years	Twelve working days during each year of service.
Six to nine years	Sixteen working days during each year of service.
Ten to twelve years	Seventeen working days during each year of service.
Thirteen to twenty years	Twenty-two working days during each year of service.
Twenty-first year or more	Twenty-seven working days during each year of service.

D. It is understood that when reference is made to "six to nine years, etc.", six means the start of the sixth year, etc.

E. Vacation time accumulation will be based on the New Jersey State Department of Personnel Ruling now in effect and may be taken at any time during a calendar year, January 1st to December 31st.

F. The Employer and his designated representatives shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling. All provisions of the Roosevelt Hospital concerning emergencies etc., shall be observed by both parties. Employees shall submit requests for vacation time no later than May 1st of each year, with first and second choices. The first choice requested shall be on the basis of seniority, which shall mean day of hire. Vacation time may be used on less than a full vacation basis by agreement of the employee's immediate supervisor. Verifiable emergencies shall be considered on short notice by the employer. It shall be assumed that an employee with one or more years of service will remain in service for a full calendar year or portion thereof for that year when requested as permitted by the vacation schedule.

G. Any employee leaving the services of the County shall be paid for unused vacation time earned on a pro-rata basis.

#### XIV. SICK LEAVE

A. A new employee shall earn sick leave at a rate of one and one-quarter (1-1/4) days per month on a month-to-month basis until completion of one full year of employment. Upon completion of said year, a pro-rata number of sick days shall be credited to the employee for the balance of the calendar year ending December 31st.

B. If termination occurs before the end of the year, and more sick leave has been taken than earned, the per diem rate of pay for the excess days shall be deducted from the final pay.

C. Sick leave shall accumulate year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

D. All other proper and authorized leaves as provided in the rules of the New Jersey State Department of Personnel shall be recognized and constitute a part of this Agreement.

E. In the event that the Hospital requires a doctor's certificate to verify an illness, the Hospital will reimburse the employee for half the cost incurred in obtaining said verification.

F. Days lost due to injury or illness arising out of or caused by County employment for which the employee has a claim for Workmen's Compensation, which has been approved by the appropriate County authorities or sustained by an appropriate Court of competent jurisdiction, shall not be charged to sick

leave. Paid holidays occurring during a period of sick leave shall not be chargeable to sick leave.

G. During the time that the Personnel Office is determining whether the injury or illness results from the working conditions, an employee may take any accumulated sick leave. In the event a leave with pay is granted, the sick leave used by the employee will be re-credited to the employee and the sick leave injury will be retroactive to the date which is determined by the effective date of the Freeholders' Resolution adopting same.

H. If the Health Benefits Commission rules change that the County is permitted to pay the hospitalization premium while an employee is on approved unpaid sick leave, such change shall be subject to the approval by the Board of Chosen Freeholders.

XV. INJURY LEAVE

All of the requirements of N.J.S.A. 34:15-1 shall govern and control the Injury Leave and Compensation Benefits including the requirements for reimbursement and the basis for not granting an Injury Leave as more fully set forth in the Codified General Resolutions of the County of Middlesex 4-2.4 and 4-2.6 or any amendments or supplements thereto.



XVII. ACCUMULATED SICK TIME PAYOFF UPON RETIREMENT

A. Employees covered under the terms of this Agreement shall be entitled upon retirement to receive a lump-sum payment, as supplemental compensation, one-half ( $\frac{1}{2}$ ) payment for every full day of Middlesex County earned and unused accumulated sick leave (not to exceed \$15,000) which is credited to him/her on the employment records and certified by the appointing authority in the effective date of his/her retirement. This policy will be administered in accordance with the Resolution adopted by the Board of Chosen Freeholders authorizing same.

B. Yearly Sick Time Buy Out

1. At the end of each contract year, an employee may option to apply for and receive cash payment for sick days credited and not used during the current year.

2. Payment may be made in the amount of one day's pay for every three days credited and not used to a maximum of 5 days.

3. At time of purchase, the remaining sick days not bought out will be carried over and credited to the employee.

4. Employees having used six days of sick leave or less out of 15 sick days credited per current year, qualify for participation.

5. Employees having used seven days of sick leave or more out of 15 sick days credited per current year are not eligible for participation.



6. During an employee's first calendar year of employment, credited sick days and eligibility for buy-out will be on a pro-rata basis.

7. Part-time workers, working twenty or more hours per week, will be credited with sick days and their eligibility for buy-out on a pro-rata basis. When cashing in fractions, they will be rounded out to the nearest half (1/2) day.

8. Eligible employees applying for sick time buy-out will do so on December 15th of each current year by signing an authorization card provided by the County. Payment will be made prior to the end of the following month, namely January.

### XVIII. NON-DISCRIMINATION

The County of Middlesex is committed to basing judgments concerning employees solely on their qualifications, abilities, and performance. Neither party to this Agreement shall discriminate against any employee because of race, sex, age, nationality, religion, marital status, handicap, political, or union affiliation. Any such alleged discrimination may be pursued under the grievance and arbitration provisions of this Agreement.

## XIX. GRIEVANCE PROCEDURE

Definition: A grievance is any dispute between the parties concerning the application or interpretation of final agreement reached through these negotiations or any complaint by any employee as to any action or non-action taken towards him which violates any right arising out of his employment. Any employee wishing to process his own grievance may do so, but no settlement shall be made inconsistent with the terms of final agreement reached. It is understood that any settlement of a grievance is limited to the date of filing of the grievance.

Step 1. The Union shall present the employee's grievance or dispute to the employee's immediate Supervisors within twenty (20) calendar days of its occurrence, or twenty (20) calendar days after the employee becomes aware of the event. Within seven (7) calendar days, the Supervisor shall schedule a meeting with the Union in an attempt to adjust the matter and shall respond to the employee within five (5) calendar days of said meeting. Representation at the meeting shall be limited to any two (2) representatives of the Union and the Administrative person involved plus one (1) other person for the Hospital.

Step 2. If the grievance has not been settled, it shall be presented within seven (7) calendar days, in writing, by the Union Representative to the Department Head after the Supervisor's response is due. The Department Head shall schedule a meeting with the Union within seven (7) calendar days and thereafter respond to the Union Representative, in writing,

within seven (7) calendar days. Representation at the meeting shall be limited to two (2) representatives of the Union and two (2) representatives of the Hospital.

Step 3. If the grievance still remains unadjusted or unanswered by the Department Head, it shall be presented by the Union Representative to the County Personnel Director, in writing, within ten (10) calendar days after the response of the Department Head is due. The Personnel Director shall respond within fifteen (15) calendar days, in writing, to the Union representative. The Union may request a meeting with the Personnel Director within ten (10) calendar days after receiving the answer from the Department Head.

Step 4. If no settlement of the grievance has been reached between the parties, either one or both may move the grievance to advisory arbitration within forty-five (45) calendar days of receiving the answer from the Personnel Director.

Specific Issue Arbitration: It is further agreed and understood that either party or both may petition for a binding principle decision on a specific issue through the advisory arbitrator, which shall be a final decision on the specific issue addressed. The cost of the arbitration fee shall be shared by the Employer and the Union. Time extensions may be mutually agreed to by the Employer and the Employee.

Employees grievances shall be presented to the County Supervisory Representative on approved forms. The grievance procedure, as contained in this contract, shall be strictly adhered to.

Step 5. Any party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission that they are moving a grievance to arbitration and request that a list of arbitrators be furnished to the Employer and the Employees. If the Employer and the employees cannot mutually arrive at a satisfactory arbitrator within 30 working days after receipt of the list from the Public Employment Relations Commission, the Commission shall select an arbitrator. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement, such rules and regulations as may be in effect by the New Jersey State Department of Personnel which might be pertinent and render his award in writing which shall be advisory. The cost of the Arbitrators fee shall be shared by the Employer and the Union. Time extensions may be mutually agreed to by the Employer and the Employees.

XX. CONTRACT NEGOTIATIONS REPRESENTATIVES

It is understood and agreed that bargaining units representing up to 100 employees will be entitled to two (2) contract negotiators. Units representing over 100 employees will be entitled to three (3) contract negotiators.

XXI. ADHERENCE TO NEW JERSEY STATE DEPARTMENT OF PERSONNEL RULES

A. The Employer and the Union understand and agree that all rules promulgated by the New Jersey State Department of Personnel concerning any matter whatsoever not specifically covered in this Agreement shall be binding upon both.

B. If the Employer should request a complete title survey and reclassification survey of any County employment positions covered by this Agreement by the New Jersey State Department of Personnel, the Union will be permitted to take an active part in the survey. To the extent of its vested interest in the employees whom it represents in accordance with all New Jersey State Department of Personnel rules and regulations and applicable laws the Employer will notify the Union that a survey is taking place and ask for recommendations and cooperate with the Union regarding said survey.

XXII. ECONOMY LAYOFFS

The Employer agrees that in the event of employee layoffs for bona fide economy reasons with good faith demonstrated on the part of the Employer to the Union, same shall be on the basis of seniority; beginning with temporary help, the provisional employees, and last, permanent employees, according to procedures specified in New Jersey State Department of Personnel Rules. In no instance shall permanent employees be laid off and part-time employees retained. In all cases, the Employer shall provide proper written notice to employees to be laid off, forty-five (45) days in advance as required by New Jersey State Department of Personnel Rules.



### XXIII. JOB VACANCY - JOB BIDDING

Section 1. All vacancies, job openings, and newly created jobs within the bargaining unit will be posted for a minimum of five (5) working days prior to filing unless there is a New Jersey State Department of Personnel Certification list from which the Hospital is required to appoint. A copy of the posting shall be given to the Local President. All notices shall contain pertinent information concerning the job, including pay, and remain posted for five (5) working days. Thereupon, the bid shall be closed and the job awarded on the basis of seniority, qualification, and ability to perform the job. If one or more bids are received and all things are equal, seniority shall prevail.

Current employees shall be given the opportunity to transfer to a new or different shift or job location. However, it is understood that on some occasions, the Hospital may have to hire a new employee on a particular shift or job location for the necessary period of time to meet the Hospital service requirements as required by the Hospital Administration, but not to exceed a period of six months prior to the Union Employee being given the opportunity to transfer to a new shift or job location.

Section 2. With reference to filling vacancies, employees in the line of work involved shall have first consideration in order of seniority.

Section 3. Management will present to and discuss with an employee, or at his request, with his representative, the reasons for selecting the employee of less seniority for a higher job on the basis of ability and qualifications rather than on the basis of seniority.

Section 4. The determination of abilities and qualifications of an employee shall be made by management.

#### XXIV. PROMOTIONS, DEMOTIONS AND TRANSFERS

A. Promotional positions shall be in accordance with New Jersey State Department of Personnel Rules and eligible employees shall be advised at the earliest possible time that a promotional vacancy is to be filled. It is understood and agreed that promotions in the career services shall be viewed and understood as recognition of employee's efforts and as a career advancement for all employees of the County.

B. An employee at the maximum pay range for his class of employment shall be given the opportunity to advance to the next higher class where available.

C. An employee whose class of employment indicates a higher class is available according to New Jersey State Department of Personnel job titles shall be given the opportunity to advance to the higher class and higher range of pay, by mutual consent of both parties, provided the employee has served in a satisfactory manner in the lower class for a period of at least two (2) years. If a disagreement arises, said disagreement shall be subject to the grievance procedure.

D. No employee shall receive a pay cut on promotion.

E. Any employee promoted by New Jersey State Department of Certification or Provisional appointment will receive a six (6%) percent increase on his/her annual base salary at the time of appointment. If the six (6%) percent does not equal the minimum of the new salary range.

F. All employees requesting and receiving lateral transfers shall receive no loss in pay.

G. Demotions - Employees who are demoted shall receive a five point sixty seven (5.67%) percent reduction in salary or be placed on the maximum of the demotional range whichever produces the lower salary.

salary at the time of appointment. If the 5% does not equal the minimum of the new salary range, he/she will receive the minimum of the new range.

F. All employees requesting and receiving lateral transfers shall receive no loss in pay.

XXV. SUPERVISORS WORKING

The following titled Department Heads will not perform duties normally done by employees covered herein, either with normal working periods or at overtime periods:

1. Supervisor of Maintenance
2. Assistant Supervisor of Maintenance
3. Supervisor of Housekeeping
4. Assistant Supervisor of Housekeeping
5. Supervisor of Transportation
6. Supervisor of Nurses (All Shifts)
7. Assistant Supervisor of Nurses
8. Head and Assistant Head Dieticians
9. Laundry Supervisor

A Supervisor or Assistant may perform productive work under the following conditions:

- a. In case of emergency. Emergency is defined as the happening of an unforeseen event or occurrence.
- b. For the case of instruction. In the case of instruction all concerned employees shall be afforded this instruction.
- c. When no one else can perform the job.
- d. When no other person is available.

XXVI. RIGHTS AND PRIVILEGES OF THE UNION

A. The Employer agrees to make available to the Union all public information concerning the financial resources of the County, together with information which may be necessary for the Union to process any grievance or complaint. All requests shall be made through the Personnel Director.

B. Whenever any representative of the Union or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance procedures, conferences, or meetings, he shall suffer no loss of pay.

C. The Union has the reasonable use of bulletin boards and mailboxes.

D. Management will provide the Union with a bulletin board to be used exclusively by the Union.

E. The Personnel Department will notify the Chief Steward of the Union, in writing, by the tenth (10th) of each month, of all employees hired in the previous month.

F. The Personnel Department will notify the Union of any pending disciplinary action.

XVIII. UNIFORMS

A. A uniform allowance will be given to employees of Local #1065 Communications Workers of America in the following stipulated titles with the understanding and agreement that the eligibility for the uniform allowance will be limited to those employees who have been employed by Roosevelt Hospital for six (6) months or more. The type, color, etc., is to be determined by the Hospital Administration.

B. Uniform allowance will be paid in the last pay period in December.

Effective on signing of this Agreement employees in the following job titles will be entitled to and receive a sum to establish a equal uniforms allowance of two-hundred and twenty five (\$225.00) dollars for all eligible employees, except that if any employee worked less than twelve months but more than six (6) months it shall be prorated at eighteen dollars and seventy five cents (\$18.75) per month in 1990. A further adjustment of the uniform allowance for the year 1991 will be two-hundred and fifty (\$250.00) dollars and or a prorata share of twenty dollars and eighty three (\$20.83) cents per month for the affected employee. A further adjustment of the uniform allowance for the year 1992 will be two hundred and seventy five (\$275.00) dollars and or a prorata share of twenty two dollars and ninety one cents (\$22.91) for the affected employee.

Hospital Attendant

Senior Hospital Attendant

Certified Occupational Therapy Assistant

Dark Room Aide

Dental Assistant

Occupational Therapy Aide

Senior Occupational Therapy Aide

Physical Therapy Aide

Senior Physical Therapy Aide

Recreational Therapy Aide

Ward Clerks

Pharmacy Aide

Department No. 701 - Laboratory Technicians

Department No. 801 - Dietary - Main

Food Service Worker

Department No. 805 - Cook - Annex

Food Service Worker

Department No. 831 - Operation of Plant

Assistant Chief Stationary Engineer

Stationary Engineer

Stationary Fireman

Department No. 834 - Maintenance of Plant

Maintenance Repairer

Building Maintenance Worker

Senior Maintenance Repairmen

Maintenance Repairer Foreman

Maintenance Repairer Painter

Maintenance Repairer Foreman Painter

Senior Maintenance Repairer Carpenter

Department No. 835 - Care of Grounds

Building Maintenance Worker

Gardener

Department No. 840 - Transportation Chauffeur

Department No. 850 - Housekeeping - Main

Building Service Worker

Building Maintenance Worker



Department No. 855 - Housekeeping - Annex

Building Service Worker

Building Maintenance Worker

Department No. 860 - Laundry and Linen

Laundry Worker

Senior Laundry Worker

Building Service Worker

Building Maintenance Worker

Seamstress

Laundry Worker Forelady

Department No. 940 - Receiving

C. The Employer agrees to furnish foul weather gear for those employees of the Union who must work outside in inclement weather. This foul weather gear consists of outer garments as boots, raincoats, headgear, and gloves.

XXIX. SAFETY AND HEALTH

A. The Employer agrees to assure the safety and adequacy of all working areas and equipment provided for employment use. Management will further endeavor to maintain a healthy and safe working environment.

B. The Employer will appoint a member of the Union to the Safety Commission.

C. Where safety equipment is provided, it is the responsibility of the employee to utilize such equipment.

### XXX. PART-TIME EMPLOYEES

All permanent part-time employees including provisional employees (but not to include seasonal employees) awaiting examination shall be paid a salary based on the annual wage for the appropriate classification as set forth in the adopted schedule, pro-rata. These employees shall be credited with sick, personal, and vacation leave allowances. They shall be entitled to receive holiday pay for the months in which they are employed at their regular rate of pay, plus time and one-half for the holiday hours worked.

Existing full-time employees shall have the right to switch to part-time prior to the Hospital hiring part-timers from outside. Employees who desire to work part-time shall put such a request in writing to the Personnel Department. The Personnel Department shall keep a record of all such requests and shall endeavor to accommodate such requests prior to hiring outside.

Before the Hospital hires any part-time employees from outside, a notice shall be posted on bulletin boards for no less than seven (7) days notifying existing employees of the part-time vacancy.

It is understood that employees who transfer from full-time to part-time status shall only have the right to do so once in a calendar year.

XXXI. SEASONAL EMPLOYEES (SUMMER HELP)

Indirect benefits will be limited to Workmen's Compensation and those other benefits required by law. Employees in this category will not receive vacation days, sick days, holidays, personal days, bereavement days, hospitalization, and dental benefits, and other indirect contractual benefits.

XXXII. RULES OF EMPLOYER

All rules and regulations promulgated by the Employer will be made known to the employees. The Employer shall distribute a copy of the County Personnel Policy Handbook to all employees within thirty (30) days of execution of this Agreement.

XXXIII. SUPPER

Any employee required to work through the supper hour shall be provided a free, hot meal by the Employer. The supper hour shall commence at six (6) p.m. or the tenth (10th) hour of a shift.

All members of the bargaining unit shall continue to be provided one (1) meal per day worked as scheduled by the Hospital Administration.

XXXIV. MILEAGE

Twenty two cents (\$0.22) per mile allowance shall be paid to the employees of this unit should they be assigned County representative duties using their own autos. If the County should increase the mileage allowance at any time during the life of this Agreement, the rate shall be increased for employees in this bargaining unit.

XXXV. UNION CONFERENCE DAYS

A. Effective upon signing this Agreement, Union members to be designated by the Union shall be granted thirty-four (34) days with pay in the aggregate to attend Union Conferences or conventions if attended during scheduled working days.

B. Effective upon signing of this Agreement, the Union shall be granted twenty-three (23) aggregate unpaid days per calendar year.

C. The Union shall request these days at least one (1) week in advance. Exceptions to the one week notice shall be considered by the Hospital for requests of one day or less. Exceptions may be granted depending upon staffing needs. It is also agreed that the cost in salary of these aggregate paid days will be paid for by the Hospital Administration.



XXXVI. TUITION AID

The Employer agrees to maintain its assistance for employees attending institutions of higher learning in accord with the policies and procedures established for the Middlesex County Tuition Aid Program, subject to the availability of existing funds.

Employees will be reimbursed up to eighty percent (80%) of tuition and fees. Maximum reimbursement may not exceed eight hundred dollars (\$800) per employee during any one twelve month period beginning September 1st and ending August 31st.

XXXVII. SAVINGS CLAUSE

It is mutually understood and agreed that all benefits currently enjoyed by employees shall remain in effect and become part of this Agreement.

Additionally, the Employer agrees that all benefits and conditions of employment for employees presently in existence, whether by policy or by practice, shall be continued without change for the duration of this Agreement.

### XXXVIII. MANAGEMENT RIGHTS

All of the rights, power, and authority possessed by the Employer prior to the signing of this Agreement are retained exclusively by the Employer subject to such limitations as are specifically provided in this Agreement.

A. Management Labor Committee: Labor-Management Meetings, apart from the Grievance Procedure, for matters considered important by either the Union or the Hospital, may be arranged by mutual agreement between Local President and the Personnel Officer or his designee. Such meeting shall be attended by such Representatives of the parties as each deems useful to the discussion. Arrangements for the time, date, and place of such conferences shall be made in advance, including a proposed list of employee attendees, and with an agenda of the matters to be taken up at the meeting. These shall be presented at the time the conference is required, and matters taken up at the conference shall be limited to those included in the agenda. Up to three members of the Union can attend conferences and shall not lose time or pay for time so spent.

B. Licensures: As required by law, licensures will be paid by the Hospital Administration.

XXXIX. JUST CAUSE

No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, or given adverse evaluation of his/her professional services without just cause. Any such action asserted by the County or any agent or Representative thereof, shall be subject to the grievance procedure herein set forth.

XL. NO STRIKE OR LOCK-OUT

Neither the Union nor the employee or the employer shall interfere, instigate, promote, sponsor, engage in or condone any strike or concerted work stoppage, lock-out or any other intentions or interruption of work. In the event that any person violates the terms of the no-strike clause, the Public Employer shall have the right to discharge or otherwise discipline such person. In the event that an arbitration proceeding is instituted, which involves a breach of the no-strike clause, the sole question for the arbitrator will be whether the employee was engaged in the prohibited activity.

XLI. COMPUTATION ERRORS

During the life of this contract, computation errors may be corrected from the date of determination. These errors may be corrected by Union or Management by mutual agreement.

XLII. FRINGE BENEFITS

It is understood and agreed that fringe benefits emanating from a County policy pursuant to a Board of Chosen Freeholders' decision, will accrue to the employees covered under this contract.

EXISTING LAW

The provisions of this Agreement shall be subject to and subordinate to, and shall not annul or modify existing applicable provisions of the State or Federal Laws or the new Jersey State Department of Personnel Administrative Regulations.



XLIII. DURATION OF CONTRACT

It is hereby agreed that his Agreement shall remain in full force and effect from December 24, 1989 until December 31, 1992, and all provisions therein, unless otherwise provided, shall be retroactive as of December 31, 1989. All of the provisions of this Agreement shall remain in full force and effect until a successor collective bargaining agreement is negotiated.

This Agreement shall be reopened for 1993 contract negotiations by either party upon notice in writing at lease sixty (60) days and no more than one hundred and twenty (120) days prior to December 31, 1992.

COUNTY OF MIDDLESEX

BY ITS BOARD OF CHOSEN FREEHOLDERS

ATTEST:

Linda J. Kuba  
C.W.A., AFL- CIO      President  
Local 1065

John Louis  
C.W.A.      Representative  
A.F.L.- CIO

Bernice A. Di Giovanni  
Bernice Di Giovanni  
Clerk of the Board

Stephen J. Capestro  
Stephen J. Capestro, Director  
Board of Chosen Freeholders

Helen Maguire CWA  
Dee Cervenak CWA  
Donald Riley CWA  
Dana Skana

"APPENDIX"

ROOSEVELT HOSPITAL

CWA - 1065

EFFECTIVE 12-24-89

<u>GROUP</u>	<u>INCREMENT</u>	<u>RANGE</u>
RH - 1	557	\$11,742 - \$15,852
RH - 2	584	\$12,330 - \$16,645
RH - 3	614	\$12,946 - \$17,477
RH - 4	644	\$13,593 - \$18,352
RH - 4A	663	\$13,979 - \$18,872
RH - 5	676	\$14,273 - \$19,269
RH - 6	710	\$14,986 - \$20,231
RH - 7	746	\$15,735 - \$21,243
RH - 8	783	\$16,523 - \$22,306
RH - 9	822	\$17,349 - \$23,422
RH - 10	863	\$18,217 - \$24,594
RH - 11	907	\$19,128 - \$25,824
RH - 12	952	\$20,085 - \$27,115
RH - 13	999	\$21,089 - \$28,470
RH - 14	1049	\$22,142 - \$29,892
RH - 15	1102	\$23,249 - \$31,390
RH - 16	1157	\$24,412 - \$32,957

"APPENDIX"

ROOSEVELT HOSPITAL

CWA - 1065

EFFECTIVE 12-23-90

<u>GROUP</u>	<u>INCREMENT</u>	<u>RANGE</u>
RH - 1	557	\$12,447 - \$16,803
RH - 2	584	\$13,070 - \$17,644
RH - 3	614	\$13,723 - \$18,526
RH - 4	644	\$14,409 - \$19,453
RH - 4A	663	\$14,818 - \$20,004
RH - 5	676	\$15,129 - \$20,425
RH - 6	710	\$15,885 - \$21,445
RH - 7	746	\$16,679 - \$22,518
RH - 8	783	\$17,514 - \$23,644
RH - 9	822	\$18,390 - \$24,827
RH - 10	863	\$19,310 - \$26,070
RH - 11	907	\$20,276 - \$27,373
RH - 12	952	\$21,290 - \$28,742
RH - 13	999	\$22,354 - \$30,178
RH - 14	1049	\$23,471 - \$31,686
RH - 15	1102	\$24,644 - \$33,273
RH - 16	1157	\$25,877 - \$34,934

"APPENDIX"

ROOSEVELT HOSPITAL

CWA - 1065

EFFECTIVE 12-22-91

<u>GROUP</u>	<u>INCREMENT</u>	<u>RANGE</u>	
RH - 1	557	\$13,194	- \$17,811
RH - 2	584	\$13,854	- \$18,703
RH - 3	614	\$14,546	- \$19,638
RH - 4	644	\$15,274	- \$20,620
RH - 4A	663	\$15,707	- \$21,204
RH - 5	676	\$16,037	- \$21,651
RH - 6	710	\$16,838	- \$22,732
RH - 7	746	\$17,680	- \$23,869
RH - 8	783	\$18,565	- \$25,063
RH - 9	822	\$19,493	- \$26,317
RH - 10	863	\$20,469	- \$27,634
RH - 11	907	\$21,493	- \$29,015
RH - 12	952	\$22,567	- \$30,467
RH - 13	999	\$23,695	- \$31,989
RH - 14	1049	\$24,879	- \$33,587
RH - 15	1102	\$26,123	- \$35,269
RH - 16	1157	\$27,430	- \$37,030

APPENDIX  
ROOSEVELT HOSPITAL  
C.W.A. - 1065

R.H. - 1

Clerk  
Mail Clerk  
Receptionist  
Stock Clerk

R.H. - 2

Account Clerk  
Clerk Typist  
Mail Clerk/  
Offset Mach. Oper.  
Receptionist-Typing  
Telephone Operator  
Office Appliance Oper.

R.H. - 3

Account Clerk-Typing  
Agency Aide  
Assistant Storekeeper  
Attend.-Non Emerg. Med.Trns.  
Building Maintenance Worker  
Building Service Worker  
Clerk Stenographer  
Dark Room Aide  
Food Service Worker  
Laundry Worker  
Med. Record Clk.-Typing  
Medical Stenographer  
Medical Transcriber  
Occupational Therapy Aide  
Payroll Clerk Typing  
Physical Therapy Aide  
Recreational Therapy Aide  
Senior Clerk  
Senior Clerk Typist  
Senior Receptionist  
Senior Receptionist Typing  
Senior Telephone Operator

R.H. - 4

Cashier  
Central Supply Aide  
Clerk Driver  
Data Entry Machine Operator  
Dental Assistant  
Omnibus Operator  
Principal Clerk  
Senior Account Clerk  
Senior Account Clk. Typing  
Senior Admitting Clerk  
Senior Bldg. Maint. Wkr.  
Senior Bldg. Service Wkr.  
Senior Clerk Stenographer  
Senior Food Service Worker  
Senior Laundry Worker  
Senior Medical Record Clerk  
Senior Medical Transcriber  
Sr. Microfilm Mach. Oper.  
Sr. Occu. Therapy Aide  
Sr. Payroll Clerk Typing  
Senior Phys. Therapy Aide

R.H. 4 Continuation

Sr. Recreation Therapy Aide  
Seamstress  
Storekeeper  
Ward Clerk

R.H. - 4 A

Hospital Attendant

R.H. - 5

Asst. Supervisor/Laundry  
Barber  
Hairdresser  
Inventory Control Clerk  
Maintenance Repairer  
Painter  
Prin. Acct. Clerk  
Prin. Acct. Clerk Typing  
Principal Clerk Stenographer  
Principal Clerk Typist  
Principal Storekeeper  
Senior Cashier  
Senior Data Control Clerk  
Senior Dental Assistant  
Sr. Hospital Attendant  
Sr. Medical Stenographer  
Sr. Personnel Clerk-Typing  
Stationary Fireman  
Truck Driver

R.H.-6

Cook  
Prin. Employee Benefits Clk.  
Principsl Medical Steno  
Principal Payroll Clerk  
Prin. Personnel Clk.-Steno  
Principal Personnel Clk.-Typing  
Sr. Maintenance Repairer  
Sr. Maintenance Rpr.-Carpenter  
Supervisor-Laundry

R.H.-7

Maintenance Rpr. Foreman  
Painter Foreman  
Senior Purchasing Assistant  
Senior Cook  
Supervisor of Accounts

R.H.-8

Secretarial Assistant  
Secretarial Assistant Steno

R.H.-9

Administrative Clerk-Hospital  
Electrician  
Plumber

R.H.-10

Administrative Secretary

R.H. - 11

R.H. - 12

R.H. - 13

Stationary Engineer  
Htg. & A/C. Mech.  
(HVAC)

R.H. - 14

Asst. Chief/  
Stationary Engr.

R.H. - 15

Chf. Stat. Engr.

R.H. - 16