

AGREEMENT BETWEEN THE
TRENTON FREE PUBLIC LIBRARY
TRENTON, NEW JERSEY

And

LOCAL 2286, AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL/CIO

~~1981-82~~

LIBRARY
Institute of Management and
Labor Relations

SEP 25 1981

RUTGERS UNIVERSITY

PREAMBLE

THIS AGREEMENT is lawfully made and entered into this first day of January, 1981, by and between:

THE TRENTON FREE PUBLIC LIBRARY, TRENTON, NEW JERSEY
hereinafter referred to as "Library",

and:

LOCAL 2286, AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFT/CIO, hereinafter called the
"Union".

WITNESSETH:

WHEREAS, the provisions of this Agreement shall become effective on January 1, 1981.

WHEREAS, the parties of this Agreement attest that they shall abide by all its terms and provisions as set forth below. It is the intention of both the Library and the Union that this Agreement is to be construed within the framework of the policies enunciated in Chapter 123, of the Laws of 1968, N.J.S.A. 34:13A-1 et seq. and in harmony with the New Jersey Civil Service law, rules and regulations.

WHEREAS, the Union has presented proof that it represents a majority of the Library's employees in an appropriate negotiating unit as provided by N.J.S.A. 34:13A-5.3; and

WHEREAS, the Library and the Union have conducted negotiations in good faith with respect to grievances, and terms and conditions of employment,

IT IS AGREED AS FOLLOWS:

ARTICLE I

RECOGNITION

Section 1.01

The Library recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all its employees in the classifications listed under Appendix A attached hereto and by reference made a part of this Agreement and for such additional classifications as the parties may later agree to include.

Section 1.02

The Library and the Union agree that they shall not interfere with the right of any employee to join the Union, if he so desires, or to refrain from Union membership, and the Library and the Union shall not discriminate against any employee because of his membership or nonmembership in the Union.

ARTICLE II

MANAGEMENT OF THE LIBRARY'S AFFAIRS

Section 2.01

The employees recognize that areas of responsibility must be reserved to the Library to serve the public effectively. Therefore, the right to manage the affairs of the Library and to direct the working forces and operations of the Library subject to the limitations of this Agreement, is vested and retained by the Library exclusively.

Section 2.02

The management and the conduct of the business of the Library and the direction of its working force are the rights of the Employer. The Employer shall have the right, subject to the terms herein contained, to hire employees,

to designate into a job classification, assign, transfer and promote them, to discipline, order and efficiency consistent with the Rules and Regulations of the Civil Service Commission. The Employer reserves the right to publish reasonable rules and regulations from time to time as it may be necessary and proper for the conduct of its business, provided that the same are not inconsistent with the terms of this Agreement, and provided further that such rules and regulations are subject to the grievance and arbitration provisions of this Agreement.

ARTICLE III

DEDUCTION OF DUES

Section 3.01

Upon receipt of a lawfully executed written authorization from an employee, the Trenton Free Public Library agrees to deduct the regular monthly Union dues of such employee from his paycheck and remit such deduction by the tenth (10th) day of the succeeding month to the official designated by the Union in writing to receive such deductions. The Union shall notify the Library in writing thirty (30) days prior to any change in such dues. The Union recognizes that the employee's dues authorization shall remain in effect unless terminated by the employee upon written notice of withdrawal or by termination of his employment. The employee may file the notice of withdrawal in writing to the Library any time between July 1 and July 15 during the life of this Union Agreement.

Section 3.02 (Agency Shop)

The Agency Shop proposal will be reopened by the Union and the Board during the 1982 negotiations.

PAY SCALES

Section 4.01

The pay scales for all employees covered by this agreement for the period of 1981 and 1982 shall be as set forth below, and in Appendix A:

1981 - \$1,000 across-the-board
1982 - 6.8% of 1981 salary.

Section 4.02

Regular increments shall be given in addition to the negotiated raise.

ARTICLE V

GRIEVANCE PROCEDURE

Section 5.01

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

Step 1. The aggrieved employee, with or without the union steward, shall take up the grievance or dispute with the employee's immediate supervisor within five (5) days of the date of the grievance or his knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond to the steward and the aggrieved employee within three (3) work days.

Step 2. If the grievance has not been settled, it shall be presented in writing to the director of the Library within five (5)

days after the supervisor's response is due. The director shall conduct a hearing within five (5) days after the receipt of such grievance. At this hearing the aggrieved employee may appear with the Union representative. The director will render a decision, in writing, within three (3) days after the conclusion of the hearing.

Step 3. If the grievance still remains unadjusted, it shall be presented to the next regular meeting of the Library Board of Trustees, in writing within five (5) work days after the response of the director is due. The Board or a Committee thereof, shall conduct a hearing within ten (10) work days after the receipt of the appeal. At this hearing the aggrieved employee will appear with the Union representative and president. The Board shall render a decision, in writing, within three (3) work days after the conclusion of the hearing.

Step 4. If the grievance is still unsettled, the Union may within fifteen (15) days after the reply of the Board of Trustees is due, by written notice to the director of the Library proceed to arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within seven (7) days after notice has been given. If the parties fail to select an arbitrator, the New Jersey Public Employment Relations Commission shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two names from the panel. The

Union shall strike the first name; the other party shall then strike one name. The process will be repeated and the remaining person shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available, without charge to the other party and to the arbitrator.

ARTICLE VI

UNION STEWARDS AND UNION REPRESENTATION

Section 6.01

A written list of Union officials and stewards shall be furnished to the Library immediately after their designation and the Union shall notify the Library promptly of any changes of such Union stewards or officers.

Section 6.02

The recognized stewards shall be granted a reasonable amount of time during working hours without loss of pay to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. A steward shall not leave his work without obtaining the permission of his immediate supervisor, whose permission shall not be unreasonably withheld.

Section 6.03

Representatives of the Union, who are not employees of the Library, shall be permitted to visit with employees during working hours for the purpose of discussing Union representation matters. Such representatives shall notify the Library Director or his designees before visiting with the employee.

ARTICLE VII

DISCRIMINATION

Section 7.01

The provisions of this Agreement shall be applied equally to all employees in the bargaining units without discrimination as to age, sex, marital status, race, color, creed, or national origin. The Union shall share equally with the Library the responsibility for applying this provision of the Agreement.

Section 7.02

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be constructed to include male and female employees.

Section 7.03

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restrain, or coercion.

Section 7.04

There shall be no discrimination between permanent or temporary employees in regards to any provision of this Agreement.

ARTICLE VIII

EMPLOYMENT SECURITY

Section 8.01

Neither the Library nor its agents shall take any summary disciplinary action against any employee, except where the employee refuses to act upon a direct working order, especially in cases where the supervisors' ability to carry out his job is severely questioned or endangered or except where violence, and/or health and safety of himself or other employees may be involved.

Section 8.02

Any disciplinary action, either verbal or written shall be done in private meetings. At no time will an employee be subjected to verbal abuse in public.

Section 8.03

There shall be a three (3) day "cooling-off" period following the incident which may require disciplinary action, after which time the Employer shall serve on the employee and/or the Union a written notice of the intended disciplinary action and set the date of the hearing notifying the employee and the Union of the time and place.

ARTICLE IX

SENIORITY

Section 9.01

Seniority standing shall be granted to all employees.

Section 9.02

Employment seniority shall consist of accumulated employment with the Library. Position or title seniority begins from the time the employee is certified to that Civil Service position or titles by the New Jersey Civil Service Commission.

Section 9.03

The agreed to seniority list shall be brought up to date on July 1st and January 1st of each year and posted on bulletin boards. Such lists shall contain dates of hire, the employee's classification and the number of vacation, sick days, and compensatory hours earned. A copy of all seniority lists shall be sent by mail to the President of the Union. The Library shall make every effort to insure that seniority lists are posted on bulletin boards no later than July 15 and January 15 of each year.

Section 9.04

On temporary appointments to higher titles, all other things being reasonably equal, seniority in title will prevail.

Section 9.05

Notice of all vacancies shall be posted on employee bulletin boards. Notices shall be posted for a period of 5 working days. Newly created positions or vacancies are to be posted in the following manner: the type of work, place of work, rate of pay, hours of work, and classification.

ARTICLE X

HOURS OF WORK

Section 10.01

The regular work week shall consist of thirty-five (35) hours per week, exclusive of lunch and dinner hours.

Section 10.02

For all work performed after thirty-five (35) hours employees shall be granted 1-1/2 compensatory time off. Also, 1-1/2 time pay for all work performed after 40 hours or on the sixth paid day worked, and double time for all hours worked on the seventh paid day worked.

Section 10.03

No compensatory time shall be authorized unless approved by the employee's supervisor. In granting the use of accrued compensatory time, reasonable requests shall be granted.

Section 10.04

If sufficient employees are not available for necessary overtime after volunteers are requested by the supervisor according to seniority, then overtime will be assigned by the supervisor on the basis of least seniority first until sufficient staff is available to the supervisor.

ARTICLE XI

WORK RULES

Section 11.01

The Employer may establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

ARTICLE XII

EMPLOYEE SAFETY AND HEALTH

Section 12.01

The Employer shall at all times maintain safe and healthful working conditions, and will provide employees with any necessary equipment and supplies needed in order to insure their safety and health. The Employer shall meet upon request to discuss matters of employee's health and safety.

Section 12.02

Two (2) rest periods per day shall be granted to all full-time employees during their work day. One (1) fifteen (15) minute rest period in the first half day; one (1) fifteen (15) minute rest period in the second half of the same day. One (1) fifteen (15) minute rest period per four (4) continuous hours worked shall be given to all part-time employees.

Section 12.03

All full-time employees shall be granted a one (1) hour lunch schedule per day.

Section 12.04

The Library will distribute the proper accident forms for use by its employees who are present at the time of an accident. A policy statement regarding accidents will be made available to employees.

Section 12.05

The employer agrees to provide adequate air conditioning or ventilation for all departments and branches in the summer. If the air conditioning fails to operate, with no chance of being fixed, and the inside temperature rises higher than 85 degrees, the employees assigned to the affected departments or branches will be relocated to other places, assigned to those duties which they may perform out of the office, or shall be reassigned to other offices.

The employer agrees to provide heat in the winter, and if the heating system fails to work and the temperature falls below 60 degrees, the employees of the affected department or branch will be relocated, assigned to duties which may be performed outside the office, or be reassigned to other offices.

Employees who cannot be relocated or assigned to duties appropriate to their titles in other departments may be released for the day, with pay.

Within (1) hour after reaching the above mentioned temperatures, a decision must be reached by the Director or his representatives to relocate or send employees home.

ARTICLE XIII

CLASSIFICATION AND JOB DESCRIPTIONS

Section 13.01

The classifications for employees covered by this Agreement are attached hereto as Appendix A and by reference are made a part of this Agreement.

Section 13.02

Employees who are assigned work of similar difficulty and responsibility, requiring similar skills shall be classified in the same position title and salary scale in accordance with the Rules and Regulations of the New Jersey Civil Service Commission.

Section 13.03

Employees temporarily assigned to higher titles will be credited for each day worked and after a total of ten (10) days, the employee will then be paid wages of the higher title. Employees working for ten (10) days straight will receive the higher salary after completion of these days. January 1st of each year will be the start for compiling of working out of title in a higher wage rate.

Section 13.04

If during the term of this Agreement the Employer finds that new job descriptions and/or classifications should be established or that changes should be made in existing job descriptions and/or classifications, the Library shall meet with the Union at least thirty (30) days prior to any such changes, and further, the Library agrees to meet prior to such changes with representatives of the Union to discuss the purposes and effect of any such changes in job descriptions and/or classifications.

Section 13.05

To provide incentive for advancement within the job titles as well as to highest job titles, the Library shall encourage employees to pursue formal courses of training or education and in-service-training. For the former, flexibility in assignment of schedule in keeping with maintenance of high standards of Library services shall be observed. For the latter, time spent in attendance of in-service-training shall be considered part of the work schedule.

Section 13.06

When a promotional examination for a vacancy is scheduled by the New Jersey Civil Service Commission, all staff members eligible for the examination shall be notified by the Library. For all newly created titles, the Union shall be notified and classifications and salaries negotiated.

ARTICLE XIV

SICK LEAVE

Section 14.01

The employer shall grant the following sick leave for full-time employees.

- | | |
|---------------------------------------|--|
| a. Up to one year service | 1 $\frac{1}{4}$ working day for each month |
| b. After one calendar year of service | 15 working days per year
in advance |

Section 14.02

The employee shall accumulate sick days from year to year indefinitely.

Section 14.03

An employee who shall be absent on sick leave after three or more consecutive working days may be required to submit medical evidence substantiating the illness.

Section 14.04

The employee if absent for reasons that entitle him or her to sick leave, shall notify his supervisor, within a reasonable time, of the working day he or she is reporting off.

Section 14.05

Sick leave for permanent part-time personnel will be figured on a pro-rated basis.

Example:

Should an employee work 40 hours in a two-week period. If full-time, the employee would work 70 hours in a two-week period. To find the employee's sick time:

$\frac{40}{70} \times *105 = 60$ hours of sick leave may be earned in one year or 5 hours per month earned. *7 hours x 15 days per year.

Section 14.06

If the City opts to pay for unused sick time, on retirement, the Library will adopt the same measure.

ARTICLE XV

VACATIONS

Section 15.01

Full-time professional staff shall be granted a 20 working day paid vacation per annum; after 20 years 22 days shall be granted. Up to one year, 1-2/3's day for each month will be granted.

Section 15.02

Full-time non-professional staff will be granted vacation on the following schedule:

- | | |
|--------------------------|----------------------|
| a. Up to one year | 1 day for each month |
| b. one year thru 7 years | 15 days |
| c. 8 thru 20 years | 20 days |
| d. after 20 years | 22 days |

Section 15.03

The Library agrees to allow the employee to accumulate no more than two years of vacation time; anything over two years of accumulation must be approved in writing by the Director.

Section 15.04

Seniority of appointment and position shall have preference in determining when vacation time will be taken. In computing vacation allowance January 1st to December 31st shall be used for computing vacation.

Section 15.05

If a holiday shall fall while employee is on vacation: One (1) day for each holiday shall be granted in addition to vacation time to employee involved.

Section 15.06

Vacations for permanent part-time personnel will be figured on a pro-rated basis.

Example:

Should an employee work 40 hours in a two-week period. If full-time the employee works 70 hours in a two-week period. To find the employee's vacation time, after one year:

$\frac{40}{70} \times 105^* = 60$ hours of vacation leave may be earned in one year or 5 hours per month earned. *7 hours x 15 days vacation per year.

ARTICLE XVI
HOLIDAYS AND PERSONAL LEAVE DAYS

Section 16.01

The paid holidays recognized and observed in this agreement are set forth in Appendix B.

Section 16.02

The Employer agrees to provide five (5) personal leave days per year to every full-time employee, for the duration of this contract. Those employees who work less than full-time will have their Personal Leave days pro-rated. Employees shall notify their supervisor in advance of the time when they wish to take their personal days.

Section 16.03

The Library agrees that when a holiday is declared by the Mayor for City, the library employees shall have that day off.

Section 16.04

Holiday pay will apply to all employees. For permanent part-time professional and non-professional employees, it will be paid on the basis of the employee's scheduled hours so that the individual is paid for his normally scheduled work week.

Section 17.01

Funeral - Employees shall be granted a leave with pay for the death in their immediate family. Immediate family is defined to include: spouse, mother, father, sister, brother, daughter, son, grandparents, grandchildren, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, or any relative of the employee's immediate household. The leave shall be from the date of the death to the second working day after the date of burial.

Employees shall be granted a one day with pay for death of employee's or spouse's aunt, uncle, niece or nephew. (This time is not chargeable.)

Section 17.02

Sick Leave Without Pay - permanent employees may request in writing a leave of absence without pay while temporarily either mentally or physically incapacitated to perform their duties. Such leave may be granted by the employer for periods of six months each, but not to exceed a total of two years.

Section 17.03

Maternity - a permanent employee while on maternity leave may use their earned and accumulated sick leave and an additional nine months leave of absence

without pay, when approved in writing by the employer.

Section 17.04

Union Convention - Leave with pay will be granted to Union Officers or Delegates to Union Institutes, Educational Conferences or Conventions. Upon written request from the Union for a total of fifteen (15) working days per year. All unused time to be carried over from year to year, but not to exceed a total of (20) twenty days on December 31st of each year.

Section 17.05

Work-related Injury - An employee with an injury resulting from the performance of duty shall be granted a leave of absence with full pay. Any amount of salary or wages paid or payable to such an employee for disability leave, shall be reduced by the amount of Workmen's Compensation paid under the New Jersey Workmen's Compensation Act, for temporary disability. Such leave shall be limited to a maximum of one (1) year from the date of injury.

Section 17.06

Jury Duty - an employee shall be granted a leave of absence with pay to serve on any jury.

Section 17.07

Military Service - any employee who is a member of a reserve force of the United States or this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence with pay during the period of such activity not to exceed thirty (30) days in any calendar year.

Any employee who is drafted into active service in the armed forces of the United States while in the service of the Employer shall be granted a leave of absence, without pay for the initial requirement period of military service.

Employees returning from authorized leaves of absence as set forth above, shall be restored to their original classification at the (then appropriate rate of pay) with no loss of seniority or other employee rights.

Section 17.08

Professional staff who are members of a professional association shall

be permitted to attend at least one meeting per year of each association with pay.

ARTICLE XVIII

HEALTH AND WELFARE

Section 18.01

The Library agrees to provide fully paid Blue Cross and Blue Shield Rider J as well as major medical coverage, or any new Blue Cross and Blue Shield plan which may be negotiated, to every full-time employee and part-time employees working a minimum of 20 hours per week.

Section 18.02

The Library agrees to provide retirement benefits in accord with applicable New Jersey Statutes.

Section 18.03

The Library, through the City, shall provide a \$1.25 deductible pre-prescription plan for the employee and his family.

Section 18.04

The Library will provide a Dental and Optical plan on the same basis as the rest of the City for its employees.

ARTICLE XIX

LONGEVITY

Section 19.01

The employer shall pay the following longevity plan to full-time employees effective January 1, 1976:

	<u>1977</u>	<u>1978</u>	<u>1979</u>
after 5 years	\$ 200	\$ 200	\$ 325
after 10 years	400	400	525
after 15 years	700	800	925
after 20 years	900	1,000	1,125
after 25 years	1,100	1,200	1,325
after 30 years	1,300	1,400	1,525
after 35 years	1,500	1,600	1,725
after 40 years	1,700	1,800	1,925
after 45 years	1,900	2,000	2,125
after 50 years	2,100	2,200	2,325

Section 19.02

- A. Longevity: Extra pay for long service.
- B. Continuous Service: Uninterrupted employment service with the Trenton Free Public Library. Resignations, terminations, or lay-offs for economy reasons for one 1 full year are considered breaks in service and are not counted in determining continuous service.
- C. Seasonal Employment: Employment of short duration usually for the Summer or Fall.
- D. Unit of Entitlement: For each 5 full years of continuous service employee receives 1 unit of entitlement as noted in the Longevity Plan above, for 10 full years of service employee receives 2 units of entitlement, for 15 full years of service employee receives 3 units of entitlement, etc.
- E. Full-Time Permanent Employee: Employee in the Classified Service on full-time employment certified by the Civil Service Department.
- F. Full-Time Temporary Employee: Employee either in the Clasified or Unclassified service on full-time employment not certified by the Civil Service Department.
- G. Lay-Off for Economy Reasons: Employee laid-off from Permanent position certified by Civil Service Department because of lack of funds to retain position on the City payroll.
- H. Termination: Employee released from employment for any of the following reasons:
 - a. Discharged for disciplinary reasons.
 - b. End of Seasonal employment.
 - c. End of Temporary employment.

- I. Resignation: Employee voluntarily terminates himself from employment.
- J. Calendar Year: Period beginning January 1 and ending December 31 of any year.
- K. Part-Time Employment: Any employee who works less than full-time for any reason.

Section 19.03

- A. All full-time employees of the Trenton Free Public Library are eligible for longevity payments commensurate with years of continuous City service. Part-time employees who come under the Civil Service jurisdiction and pension program and who work a regular weekly schedule shall be entitled to longevity benefits on a pro-rated basis."
- B. Employment service with the Trenton Free Public Library, ONLY, i.e., employment service with the City of Trenton, Board of Education, the Housing Authority or any other level of government is not counted for longevity benefits.
- C. However, if seasonal employment is converted into regular employment without interruption then this service will be counted toward continual service.
- D. If during a calendar year, an employee becomes eligible for longevity either for the first time or for subsequent units of entitlement; his payment will begin on his anniversary date.
- E. Continuous service is defined as unbroken employment for the Trenton Free Public Library. Employees who quit or are terminated then return to work are considered broken-service employees and are entitled to be paid for unbroken-service only. Employee's service is deemed broken-service when he is continuously on

involuntary lay-off, for economy reasons, for a period exceeding 1 year. Periods of employee involuntary lay-off for economy reasons of less than 1 year continuously are not considered broken-service periods and are counted in determining employee eligibility.

- F. Employees who were on Leave of Absence to serve in the Armed Forces of the United States after attaining a permanent certified position plus military service, provided, however:
1. Employee was drafted and returned to work for the City within 90 days of his separation from military service.
 2. Employee enlisted to fulfill his military obligation and returned to work for the City within 90 days of separation from military service.
 3. Employee who re-enlists after being drafted or initial enlistment to fulfill military obligation, entitlement shall be determined by the Department of Administration after examining all the circumstances at the time of re-enlistment.
- G. When a full time employee (permanent status) terminates, he is eligible for full payment of longevity entitlement for the entire year even when he terminates prior to the year's end.

Section 19.04

The Board agrees not to lay-off personnel during 1981; personnel will have a priority concern in the 1982 budget.

ARTICLE XX

STRIKES AND OTHER JOB ACTION

Section 20.01

The union membership recognizes and acknowledges the existing state of the law in the State of New Jersey including Chapter 303 relating to the rights

Section 20.02

The Union will not authorize or sanction any strike or job action during the term of this Agreement. In the event of a "wildcat strike" the Union will endeavor to secure a return of the strikers to work to the end that the dispute may then be settled peaceably in accordance with the procedures set up herein.

ARTICLE XXI

ADMINISTRATIVE CODE, ADMINISTRATIVE MANUAL
AND RULES AND REGULATIONS

Section 21.01

The management and the conduct of the business of the City and the direction of its working force are the rights of the Employer. The Employer shall have the right, subject to the terms herein contained, to hire employees, to designate into a job classification, assign, and promote them, to discipline, order and efficiency consistent with the Rules and Regulations of the Civil Service Commission and this Agreement. The Employer reserves the right to publish reasonable rules and regulations from time to time as it may be necessary and proper for the conduct of its business, provided that the same are not inconsistent with the terms of this Agreement, and provided further that such rules and regulations are subject to the grievance and arbitration provisions of this Agreement.

ARTICLE XXII

APPLICABLE LAWS

Section 22.01

The provisions of this Agreement shall be subject to and shall not annul or modify existing applicable provisions of Federal, State and Local laws and ordinances or any properly enacted amendments, additions or deletions thereto, except as specifically permitted thereby.

ARTICLE XXIII

GENERAL PROVISIONS

Section 23.01

Bulletin boards shall be made available by the Employer at each of the work locations for the exclusive use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature.

Section 23.02

It is understood and agreed that if any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction such decision of the court shall apply only to the specific portion of the Agreement affected by such decisions.

Section 23.03

It is agreed that representatives of the Employer and representatives of the Union will meet from time to time upon request of either party to discuss matters of general interest or concern, matters which are not necessarily a grievance as such.

Section 23.04

The Library shall make available to all present and future employees, copies of this Agreement.

ARTICLE XXIV

TERMINATION

Section 24.01

This Agreement shall be effective as of the 1st day of January, 1979 and shall remain in full force and effect until the 31st day of December 1979. Negotiations shall begin no later than thirty (30) days prior to the expiration date of this Agreement. This Agreement shall remain in full force and be effective during the period of negotiation and until the notice of Termination in writing of this Agreement is provided to the other party.

Section 24.02

All benefits currently enjoyed by employees covered by this agreement, shall continue in full force and effect during the life of the agreement, except to the extent that they may be modified or improved by specific provisions of the agreement.

IN WITNESS WHEREOF, the parties hereto have caused these Presents to be signed by their proper officers and attested to on the Sixth day of May, 1981.

ATTESTED:

TRENTON FREE PUBLIC LIBRARY:

Richard J. Glassman
President

ATTESTED:

LOCAL 2286, AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO

Ellen L. King

Richard W. Smith

David F. Muller

Free Public Library
of the
City of Trenton, N.J.

1981 Holidays

New Year's Day	- Thursday, January 1
Day After New Year's	- Friday, January 2
Martin Luther King's Birthday	- Thursday, January 15
Presidents' Day	- Monday, February 16
Good Friday	- Friday, April 17
Memorial Day	- Monday, May 25
Independence Day	- Friday, July 3
Labor Day	- Monday, September 7
Columbus Day	- Monday, October 12
Election Day	- Tuesday, November 3
Veterans' Day	- Wednesday, November 11
Thanksgiving Day	- Thursday, November 26
Day After Thanksgiving	- Friday, November 27
Christmas Day	- Friday, December 25

1982

New Year's Day	- Friday, January 1
Martin Luther King's Birthday	- Friday, January 15
Presidents' Day	- Monday, February 15
Good Friday	- Friday, April 9
Memorial Day	- Monday, May 31
Independence Day	- Monday, July 5
Labor Day	- Monday, September 6
Columbus Day	- Monday, October 11
Election Day	- Tuesday, November 2
Veterans' Day	- Thursday, November 11
Thanksgiving Day	- Thursday, November 25
Day After Thanksgiving	- Friday, November 26
Christmas	- Friday, December 24
Employee's Birthday	-

APPENDIX "A" (Page 2)

1982 SALARY SCHEDULE --- TRENTON CITY LIBRARY

TITLE:	INC. AMT.	START S.L.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
BLDG MAINT WKR P/T-LIBY	0	5,126	0	0	0	0	0	0
BLDG MAINT WKR - LIBY	318	9,245	9,563	9,881	10,199	10,517	10,835	11,153
BLDG SERV WKR - LIBY	270	9,026	9,296	9,566	9,836	10,106	10,376	10,646
BOOK REPAIRER - LIBY	304	8,930	9,234	9,538	9,842	10,146	10,450	10,754
CLERK-TYPIST - LIBY	351	9,846	10,197	10,548	10,899	11,250	11,601	11,952
GUARD - LIBY	333	9,404	9,737	10,070	10,403	10,736	11,069	11,402
JR LIBRARY ASST	313	9,810	10,123	10,436	10,749	11,062	11,375	11,688
JUNIOR LIBRARIAN	537	13,648	14,185	14,722	15,259	15,796	16,333	16,870
LIBRARY TRAINEE	346	11,235	11,581	11,927	12,273	0	0	0
SR BOOK REPAIRER - LIBY	333	9,234	9,567	9,900	10,233	10,566	10,899	11,232
SENIOR LIBRARIAN	592	14,750	15,342	15,934	16,526	17,118	17,710	18,302
SR BLDG MAIN WKR - LIBY	352	10,575	10,927	11,279	11,631	11,983	12,335	12,687
SR LIBRARY ASST	356	10,801	11,157	11,513	11,869	12,225	12,581	12,937

APPENDIX "A"

1981

SALARY SCHEDULE - TRENTON CITY LIBRARY

CS JOB NO	SALARY CODE	INCR NO.	INCR AMT.	START SALARY	STEP						TITLE	
					1	2	3	4	5	6		
181126	A	00	0	4,800	0	0	0	0	0	0	0	BLDG MAINT WORKER P/T-LIBY
181125	A	06	298	8,656	8,959	9,252	9,553	9,848	10,146	10,449	10,749	BLDG MAINT WORKER-LIBY
181075	A	06	253	8,451	8,704	8,957	9,210	9,463	9,716	9,969	10,222	BLDG SERVICE WORKER-LIBY
591160	A	06	285	8,361	8,646	8,931	9,215	9,511	9,786	10,071	10,371	BOOK REPAIRER-LIBY
654315	A	06	329	9,219	9,548	9,877	10,206	10,535	10,864	11,193	11,518	CLERK TYPIST-LIBY
331085	A	06	312	8,805	9,118	9,430	9,742	10,054	10,366	10,678	10,988	GUARD-LIBRARY
591063	A	06	293	9,185	9,478	9,771	10,064	10,357	10,650	10,943	11,236	JR LIBRARY ASSI
590110	A	06	503	12,779	13,282	13,785	14,288	14,791	15,294	15,797	16,299	JUNIOR LIBRARIAN
591135	A	03	324	10,520	10,844	11,168	11,492	0	0	0	0	LIBRARY TRAINEE
591145	A	05	312	8,646	8,958	9,270	9,582	9,894	10,206	10,518	10,829	SENIOR BOOK REPAIR K-LIBY
590070	A	06	554	11,811	12,365	12,919	13,473	14,027	14,581	15,135	15,689	SENIOR LIBRARIAN
181115	A	06	333	9,902	10,232	10,562	10,892	11,222	11,552	11,882	12,211	SR BLDG MAINT WORKER-LP
591040	A	06	333	10,113	10,446	10,779	11,112	11,445	11,778	12,111	12,444	SR LIBRARY ASSI

APPENDIX A 1983 SALARY SCHEDULE --- TRENTON CITY LIBRARY

	INC. AMT.	START SAL.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Bldg. Maint. Worker P/T - Libby	0	5,382	0	0	0	0	0	0
Bldg. Main. Worker - Libby	334	9,707	10,041	10,375	10,709	11,043	11,377	11,711
Bldg. Serv. Wkr. - Libby	284	9,477	9,761	10,045	10,329	10,613	10,897	11,181
Book Repairer - Libby	319	9,377	9,696	10,015	10,334	10,653	10,972	11,291
Clerk Typist - Libby	369	10,338	10,707	11,076	11,445	11,814	12,183	12,552
Guard - Libby	350	9,874	10,224	10,574	10,924	11,274	11,624	11,974
Jr. Library Asst.	329	10,301	10,630	10,959	11,288	11,617	11,946	12,275
Junior Librarian	564	14,330	14,894	15,458	16,022	16,586	17,150	17,714
Library Trainee	363	11,797	12,160	12,523	12,886	0	0	0
Sr. Book Repairer - Libby	350	9,696	10,046	10,396	10,746	11,096	11,446	11,796
Senior Librarian	622	15,488	16,110	16,732	17,354	17,976	18,598	19,220
Sr. Bldg. Main Wkr. - Libby	370	11,104	11,474	11,844	12,214	12,584	12,954	13,324
Sr. Library Asst.	374	11,341	11,715	12,089	12,464	12,837	13,211	13,585

LIBRARY
Institute of Management and
Labor Relations

MAY 23 1983

RUTGERS UNIVERSITY

1983 Holidays

New Year's Day	Friday, December 31, 1982
Martin Luther King's Birthday	Friday, January 14, 1983
Lincoln's Birthday	Friday, February 11, 1983
Washington's Birthday	Monday, February 21, 1983
Good Friday	Friday, April 1, 1983
Memorial Day	Monday, May 30, 1983
Independence Day	Monday, July 4, 1983
Labor Day	Monday, September 5, 1983
Columbus Day	Monday, October 10, 1983
Election Day	Tuesday, November 8, 1983
Veteran's Day	Friday, November 11, 1983
Thanksgiving Day	Thursday, November 24, 1983
Day after Thanksgiving	Friday, November 25, 1983
Christmas	Monday, December 26, 1983

1984 Holidays

New Year's Day	Monday, January 2, 1984
Martin Luther King's Birthday	Monday, January 16, 1984
President's Day	Monday, February 20, 1984
Good Friday	Friday, April 20, 1984
Memorial Day	Monday, May 28, 1984
Independence Day	Wednesday, July 4, 1984
Labor Day	Monday, September 3, 1984
Columbus Day	Monday, October 8, 1984
Election Day	Tuesday, November 6, 1984
Veterans Day	Monday, November 12, 1984
Thanksgiving Day	Thursday, November 22, 1984
Day after Thanksgiving	Friday, November 23, 1984
Day before Christmas	Monday, December 24, 1984
Christmas	Tuesday, December 25, 1984