

WELFARE EMPLOYMENT CONTRACT 1976-1977

ARTICLE I

RECOGNITION:

The Cumberland County Welfare Board recognizes the New Jersey Civil Service Association, Cumberland County Council No. 18, as the designated representative for the employees in the following job title classifications or as such job titles may be changed or amended by Ruling No. 11 of the State of New Jersey, Department of Institutions and Agencies, Division of Public Welfare.

| | <u>1976</u> | <u>1977</u> |
|--|-------------|-------------|
| ✓ Clerk | Range 3 | Range 3 |
| Social Service Aide | Range 4 | Range 4 |
| Bldg. Maint. Worker | Range 4 | Range 4 |
| Clerk Typist | Range 5 | Range 5 |
| Clerk Bookkeeper | Range 5 | Range 5 |
| Account Clerk | Range 5 | Range 5 |
| Telephone Operator | Range 6 | Range 6 |
| Clerk Stenographer | Range 6 | Range 6 |
| Clerk Typist and Interpreter (Bilingual in Spanish and English) | Range 6 | Range 6 |
| Senior Clerk Bookkeeper | Range 7 | Range 7 |
| Senior Clerk | Range 7 | Range 7 |
| Senior Account Clerk | Range 7 | Range 7 |
| Senior Clerk Typist | Range 8 | Range 8 |
| Principal Clerk | Range 11 | Range 11 |
| Principal Clerk Typist | Range 11 | Range 12 |
| Income Maint. Technician | Range 11 | Range 13 |
| Income Maint. Technician (Bilingual Spanish) | Range 11 | Range 13 |
| Social Worker | Range 16 | Range 18 |
| Social Worker (Bilingual Spanish) | Range 16 | Range 18 |
| Supervisor Income Maintenance | Range 20 | Range 21 |
| Supervisor Social Work | Range 20 | Range 21 |

Excluded are seasonal, part-time, legal, investigator and administrative managerial classes.

ARTICLE II

SALARY PROGRAM:

1. The Compensation Schedule shall be the ones issued by the Division of Welfare under Ruling No. 11, Part 1, Appendix II, effective July 1, 1974 to be applied as of January 1, 1976, which

SALARY PROGRAM CONTINUED:

plan is attached hereto. The Compensation Schedule effective July 1, 1976 shall be applied as provided for herein.

2. A quarterly annual increment system previously in effect will continue to be authorized effective January 1, 1976 through December 31, 1977.

Employee hired between the following dates:

January 2 through April 1, will have an April 1 anniversary date of the following year.
April 2 through July 1, will have a July 1 anniversary date of the following year.
July 2 through October 1, will have an October 1 anniversary date of the following year.
October 2 through January 1, will have a January 1 anniversary date of the following year.

3. This salary program is for the period January 1, 1976 to December 31, 1977, a period of two years. As soon as practicable all eligible employees will receive back pay due them from January 1, 1976.

4. For 1976, each eligible employee whose anniversary date is prior to July 1, 1976, shall receive one annual merit increment in accordance with the compensation schedule dated July 29, 1974. On July 1, 1976 all employees shall be slotted into their same Range and Step as set forth in the Compensation Schedule effective July 1, 1976, as issued by the Division of Welfare, under Ruling 11, Part 1, Appendix II and each employee shall receive a merit increment on their anniversary date according to this compensation schedule.

On January 1, 1977, the following employees will have Range Revisions and Salary Equalization Adjustments in accordance with Ruling 11, Part 1, Appendix II, effective July 1, 1976:

Income Maintenance Technician from Range 11 to Range 13

Income Maintenance Technician (Bilingual Spanish) from Range 11 to Range 13

Social Worker from Range 16 to Range 18

Social Worker (Bilingual Spanish) from Range 16 to Range 18

Supervisor Income Maintenance from Range 20 to Range 21

SALARY PROGRAM CONTINUED:

Supervisor Social Work from Range 20 to Range 21

All employees will receive at least one Annual Merit Increment on their anniversary date.

LONGEVITY:

1. Longevity pay will be paid in a lump sum on the anniversary date of employment using the following scale.*

| | |
|--|--------------------|
| Five (5) to Nine (9) years of service | \$100.00 each year |
| Ten (10) to Fourteen (14) years of service | 200.00 each year |
| Fifteen (15) to Nineteen (19) years of service | 300.00 each year |
| Twenty (20) to Twenty-four (24) years of service | 400.00 each year |
| Twenty-five (25) years of service & thereafter | 500.00 each year |

ARTICLE III

FRINGE BENEFITS:

1. All fringe benefits in effect for 1975 (Blue Cross, Blue Shield, Life Insurance, etc.) is to remain the same for 1976 and 1977 except that the Blue Cross, Blue Shield Plan shall be changed to 750 series. Liability Insurance on all personnel and on all personnel transporting clients shall remain at \$500,000.00.

2. The Welfare Board will extend to a maximum period of 90 days, the Blue Cross-Blue Shield coverage for permanent employees who are eligible and their covered dependents enrolled in the Blue Cross-Blue Shield program upon exhaustion of their accumulated sick and vacation leave, and who are granted an approved sick leave without pay, with the Welfare Board paying the cost.

The above coverage will be extended to eligible provisional employees for their own personal illness or injury (not job related) or for female employees for maternity reasons, to a maximum of 60 days.

Where leave of absence (or an extension of such leave) without pay is for a period of more than 90 days, the permanent employee may still prepay the Blue Cross-Blue Shield premiums at the group rates for the next 90 days of the approved leave of absence.

3. All employees authorized to utilize their personal car for necessary welfare business shall be allowed the rate of 14 cents per mile upon itemized voucher commencing September 1, 1976.

FRINGE BENEFITS CONTINUED:

Such payment shall be re-negotiated if the State increases its mileage rate upon 30 days notice by either party, such payment subject to retroactive payment to the date of the reopened negotiations, subject to the further approval of the Division of Public Welfare.

4. In the event the employees decide to enter into a group plan for health and accident insurance without obligation to the welfare board, the board will, at the request of the employees institute a payroll deduction plan for the payment of insurance premiums.

5. During the term of this agreement whenever a permanent employee of the Cumberland County Welfare Board enters retirement pursuant to the provisions of the approved County Welfare Board Retirement System and has to his (or her) credit any earned and unused accumulated sick leave, he (or she) shall be entitled to receive supplemental compensation for such earned and unused accumulated sick leave.

The supplemental compensation payment to be paid shall be computed at the rate of one-half of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of his (or her) employment prior to the effective date of his (or her) retirement, provided, however, that no such supplemental compensation payment shall exceed \$6000.00.

This supplemental compensation shall be paid in a lump sum, provided that such payment is in accordance with legislation permitting such payment. Payment is to be made as soon as possible after the effective date of retirement and upon approval of the Welfare Board Budget by the Department of Institutions and Agencies, Division of Public Welfare, and the adoption by the Board of Chosen Freeholders in its annual budget and shall be made in the year succeeding the effective date of the retirement of the employee.

6. All vacations, leaves of absence and holidays shall be in accordance with the rules and regulations established by Ruling 11 as promulgated July 29, 1974 or as amended.

PRESCRIPTION DRUG PROGRAM:

7. Subject to the guidelines of the State Health Benefits Commission established pursuant to the provisions of Chapter 12, P.L. 75, the Cumberland County Welfare Board shall continue existing Prescription Drug Benefit Program effective January 1, 1976 through December 31, 1977.

PRESCRIPTION DRUG PROGRAM CONTINUED:

The program shall be funded and administered by the Welfare Board. It shall provide benefits to all eligible unit employees and their eligible dependents through the Hospital Service Plan of N.J. Prescription Program.

Each prescription required by competent medical authority for Federal legend drugs shall be paid for by the Welfare Board from funds provided for the program subject to a deductible provision which shall not exceed \$1.25 per prescription or renewal of such prescription and further subject to specific procedural and administrative rules and regulations which are part of the program.

Each employee shall be provided with an authorization and identification card, a list of the participating pharmacies in the program, and a brochure describing the details of the program.

ARTICLE IV

PROMOTIONS-WORK WEEK-TUITION REFUND:

1. Promotions will be made in accordance with Civil Service regulations. The Personnel Committee of the Welfare Board may request a review of all employee's job classification and salary range.

2. All authorized overtime worked beyond 40 hours in any week by employees in fixed work week classifications shall be compensated by cash payment at 1½ times the employee's rate of pay.

At the discretion of the County Welfare Director, overtime worked between 35 and 40 hours may be compensated for either by the granting of compensatory time off at the rate of 1½ hours for each hour so worked or payment therefore by cash payment as set forth in the above paragraph.

3. Educational leave of absence will be considered by the board in accordance with Ruling 11, Part III.

Where no leave is required, the tuition refund program shall be continued and is to remain in effect on a case by case basis on approval of the personnel committee. Tuition requests must be submitted 21 days prior to the start of the semester. Tuition only shall be reimbursible. This program is available to employees after one year of employment. The board will not pay for more than two courses a semester of 6 credits. All courses must be work related in order to be reimbursible. Applications received after the start of the course will not be approved.

PROMOTIONS-WORK WEEK-TUITION REFUND CONTINUED:

Clarification of the above:

Educational tuition refunds allowed by the Cumberland County Welfare Board has previously been administered by Board policy. It is the desire of the staff and agreed to by the Negotiating Committee of the Cumberland County Welfare Personnel Committee that the Educational Tuition policy be formalized and clarified as a part of our current work contract, in order to maintain equity of treatment.

This tuition is for night school and non-work classes.

ARTICLE V

GRIEVANCE PROCEDURE:

1. Attached hereto as Exhibit A and made a part of this contract as though it were included herein is the grievance procedure to accomplish the objectives outlined in Civil Service Rules 4:1-23.3 as amended or supplemented.

ARTICLE VI

CONTRACT TERM:

This agreement shall be effective as of January 1, 1976, and shall remain in full force and effect until the 31st day of December, 1977. It is agreed that initial negotiations for the year 1978 shall begin not later than ninety (90) days prior to the termination date. This Agreement shall remain in full force and effect during the period of negotiations and until the new contract is formally agreed to.

C O M P E N S A T I O N S C H E D U L E

APPENDIX II

Ruling No. 11
PART I

FOR COUNTY WELFARE BOARDS
EFFECTIVE July 1, 1974

A N N U A L S A L A R I E S

| <u>Rng.No.</u> <u>Inter-</u> <u>val 5%</u> | <u>Incre-</u> <u>ment 5 %</u> | <u>Min.</u> <u>Start</u> | <u>2nd</u> | <u>3rd</u> | <u>4th</u> | <u>5th</u> | <u>6th</u> | <u>7th</u> | <u>Max.</u> |
|--|----------------------------------|-----------------------------|------------|------------|------------|------------|------------|------------|-------------|
| A01 | 221 | 4413 | 4634 | 4855 | 5076 | 5297 | 5518 | 5739 | 5960 |
| A02 | 232 | 4634 | 4866 | 5098 | 5330 | 5562 | 5794 | 6026 | 6258 |
| A03 | 243 | 4866 | 5109 | 5352 | 5595 | 5838 | 6081 | 6324 | 6567 |
| A04 | 255 | 5109 | 5364 | 5619 | 5874 | 6129 | 6384 | 6639 | 6894 |
| A05 | 268 | 5364 | 5632 | 5900 | 6168 | 6436 | 6704 | 6972 | 7240 |
| A06 | 282 | 5632 | 5914 | 6196 | 6478 | 6760 | 7042 | 7324 | 7606 |
| A07 | 296 | 5914 | 6210 | 6506 | 6802 | 7098 | 7394 | 7690 | 7986 |
| A08 | 311 | 6210 | 6521 | 6832 | 7143 | 7454 | 7765 | 8076 | 8387 |
| A09 | 326 | 6521 | 6847 | 7173 | 7499 | 7825 | 8151 | 8477 | 8803 |
| A10 | 342 | 6847 | 7189 | 7531 | 7873 | 8215 | 8557 | 8899 | 9241 |
| A11 | 359 | 7189 | 7548 | 7907 | 8266 | 8625 | 8984 | 9343 | 9702 |
| A12 | 377 | 7548 | 7925 | 8302 | 8679 | 9056 | 9433 | 9810 | 10187 |
| A13 | 396 | 7925 | 8321 | 8717 | 9113 | 9509 | 9905 | 10301 | 10697 |
| A14 | 416 | 8321 | 8737 | 9153 | 9569 | 9985 | 10401 | 10817 | 11233 |
| A15 | 437 | 8737 | 9174 | 9611 | 10048 | 10485 | 10922 | 11359 | 11796 |
| A16 | 459 | 9174 | 9633 | 10092 | 10551 | 11010 | 11469 | 11928 | 12387 |
| A17 | 482 | 9633 | 10115 | 10597 | 11079 | 11561 | 12043 | 12525 | 13007 |
| A18 | 506 | 10115 | 10621 | 11127 | 11633 | 12139 | 12645 | 13151 | 13657 |
| A19 | 531 | 10621 | 11152 | 11683 | 12214 | 12745 | 13276 | 13807 | 14338 |
| A20 | 558 | 11152 | 11710 | 12268 | 12826 | 13384 | 13942 | 14500 | 15058 |
| A21 | 586 | 11710 | 12296 | 12882 | 13468 | 14054 | 14640 | 15226 | 15812 |
| A22 | 615 | 12296 | 12911 | 13526 | 14141 | 14756 | 15371 | 15986 | 16601 |
| A23 | 646 | 12911 | 13557 | 14203 | 14849 | 15495 | 16141 | 16787 | 17433 |

PART I

| <u>Rng. No.</u> <u>Inter-</u> <u>val 5%</u> | <u>Incre-</u> <u>ment 5%</u> | <u>Min.</u> <u>Start</u> | <u>2nd</u> | <u>3rd</u> | <u>4th</u> | <u>5th</u> | <u>6th</u> | <u>7th</u> | <u>Max</u> |
|---|---------------------------------|-----------------------------|------------|------------|------------|------------|------------|------------|------------|
| A24 | 678 | 13557 | 14235 | 14913 | 15591 | 16269 | 16947 | 17625 | 18303 |
| A25 | 712 | 14235 | 14947 | 15659 | 16371 | 17083 | 17795 | 18507 | 19219 |
| A26 | 747 | 14947 | 15694 | 16441 | 17188 | 17935 | 18682 | 19429 | 20176 |
| A27 | 785 | 15094 | 16479 | 17264 | 18049 | 18834 | 19619 | 20404 | 21189 |
| A28 | 824 | 16479 | 17303 | 18127 | 18951 | 19775 | 20599 | 21423 | 22247 |
| A29 | 865 | 17303 | 18168 | 19033 | 19898 | 20763 | 21628 | 22493 | 23359 |
| A30 | 908 | 18168 | 19076 | 19984 | 20892 | 21800 | 22708 | 23616 | 24524 |
| A31 | 954 | 19076 | 20030 | 20984 | 21938 | 22892 | 23946 | 24800 | 25754 |
| A32 | 1002 | 20030 | 21032 | 22034 | 23036 | 24038 | 25040 | 26042 | 27044 |
| A33 | 1052 | 21032 | 22084 | 23136 | 24188 | 25240 | 26292 | 27344 | 28396 |
| A34 | 1104 | 22084 | 23188 | 24292 | 25396 | 26500 | 27604 | 28708 | 29812 |
| A35 | 1159 | 23188 | 24347 | 25506 | 26665 | 27824 | 28983 | 30142 | 31301 |
| A36 | 1217 | 24347 | 25564 | 26781 | 27998 | 29215 | 30432 | 31649 | 32866 |

(Ruling 11)
(Part I)

C O M P E N S A T I O N S C H E D U L E A

EFFECTIVE JULY 1, 1976

| <u>Rng.</u> <u>Inter-</u> <u>val 5%</u> | <u>Incre-</u> <u>ment</u> | <u>Min.</u> <u>Start</u> | <u>2nd</u> | <u>3rd</u> | <u>4th</u> | <u>5th</u> | <u>6th</u> | <u>7th</u> | <u>Max.</u> |
|---|------------------------------|-----------------------------|------------|------------|------------|------------|------------|------------|-------------|
| A00 | 225 | 4497 | 4722 | 4947 | 5172 | 5397 | 5622 | 5847 | 6072 |
| A01 | 237 | 4722 | 4959 | 5196 | 5433 | 5670 | 5907 | 6144 | 6381 |
| A02 | 248 | 4959 | 5207 | 5455 | 5703 | 5951 | 6199 | 6447 | 6695 |
| A03 | 260 | 5207 | 5467 | 5727 | 5987 | 6247 | 6507 | 6767 | 7027 |
| A04 | 273 | 5467 | 5740 | 6013 | 6286 | 6559 | 6832 | 7105 | 7378 |
| A05 | 287 | 5740 | 6027 | 6314 | 6601 | 6888 | 7175 | 7462 | 7749 |
| A06 | 302 | 6027 | 6329 | 6631 | 6933 | 7235 | 7537 | 7839 | 8141 |
| A07 | 317 | 6329 | 6646 | 6963 | 7280 | 7597 | 7914 | 8231 | 8548 |
| A08 | 333 | 6646 | 6979 | 7312 | 7645 | 7978 | 8311 | 8644 | 8977 |
| A09 | 349 | 6979 | 7328 | 7677 | 8026 | 8375 | 8724 | 9073 | 9422 |
| A10 | 366 | 7328 | 7694 | 8060 | 8426 | 8792 | 9158 | 9524 | 9890 |
| A11 | 384 | 7694 | 8078 | 8462 | 8846 | 9230 | 9614 | 9998 | 10382 |
| A12 | 403 | 8078 | 8481 | 8884 | 9287 | 9690 | 10093 | 10496 | 10899 |
| A13 | 424 | 8481 | 8905 | 9329 | 9753 | 10177 | 10601 | 11025 | 11449 |
| A14 | 445 | 8905 | 9350 | 9795 | 10240 | 10685 | 11130 | 11575 | 12020 |
| A15 | 467 | 9350 | 9817 | 10284 | 10751 | 11218 | 11685 | 12152 | 12619 |
| A16 | 491 | 9817 | 10308 | 10799 | 11290 | 11781 | 12272 | 12763 | 13254 |
| A17 | 516 | 10308 | 10824 | 11340 | 11856 | 12372 | 12888 | 13404 | 13920 |
| A18 | 541 | 10824 | 11365 | 11906 | 12447 | 12988 | 13529 | 14070 | 14611 |
| A19 | 568 | 11365 | 11933 | 12501 | 13069 | 13637 | 14205 | 14773 | 15341 |
| A20 | 597 | 11933 | 12530 | 13127 | 13724 | 14321 | 14918 | 15515 | 16112 |
| A21 | 627 | 12530 | 13157 | 13784 | 14411 | 15038 | 15665 | 16292 | 16919 |
| A22 | 658 | 13157 | 13815 | 14473 | 15131 | 15789 | 16447 | 17105 | 17763 |
| A23 | 691 | 13815 | 14506 | 15197 | 15888 | 16579 | 17270 | 17961 | 18652 |

COMPENSATION SCHEDULE A

| <u>Rng. No.</u> <u>Inter-</u> <u>val 5%</u> | <u>Incre-</u> <u>ment 5%</u> | <u>Min.</u> <u>Start</u> | <u>2nd</u> | <u>3rd</u> | <u>4th</u> | <u>5th</u> | <u>6th</u> | <u>7th</u> | <u>Max.</u> |
|---|---------------------------------|-----------------------------|------------|------------|------------|------------|------------|------------|-------------|
| A24 | 725 | 14506 | 15231 | 15956 | 16681 | 17406 | 18131 | 18856 | 19581 |
| A25 | 762 | 15231 | 15993 | 16755 | 17517 | 18279 | 19041 | 19803 | 20565 |
| A26 | 800 | 15993 | 16793 | 17593 | 18393 | 19193 | 19993 | 20793 | 21593 |
| A27 | 840 | 16793 | 17633 | 18473 | 19313 | 20153 | 20993 | 21833 | 22673 |
| A28 | 882 | 17633 | 18515 | 19397 | 20279 | 21161 | 22043 | 22925 | 23807 |
| A29 | 926 | 18515 | 19441 | 20367 | 21293 | 22219 | 23145 | 24071 | 24997 |
| A30 | 972 | 19441 | 20413 | 21385 | 22357 | 23329 | 24301 | 25273 | 26245 |
| A31 | 1021 | 20413 | 21434 | 22455 | 23476 | 24497 | 25518 | 26539 | 27560 |
| A32 | 1072 | 21434 | 22506 | 23578 | 24650 | 25722 | 26794 | 27866 | 28938 |
| A33 | 1125 | 22506 | 23631 | 24756 | 25881 | 27006 | 28131 | 29256 | 30381 |
| A34 | 1182 | 23631 | 24813 | 25995 | 27177 | 28359 | 29541 | 30723 | 31905 |
| A35 | 1240 | 24813 | 26053 | 27293 | 28533 | 29773 | 31013 | 32253 | 33493 |
| A36 | 1302 | 26053 | 27355 | 28657 | 29959 | 31261 | 32563 | 33865 | 35167 |

IN WITNESS WHEREOF, The New Jersey Civil Service Association, Cumberland Council No. 18, has caused this agreement to be signed by its duly elected officers who represent that they have the authority to execute this agreement, and the Cumberland County Welfare Board by its chairman and secretary.

DATED: 9-27-76

DATED: Sept 27, 1976

New Jersey Civil Service Association
Cumberland Council No. 18

CUMBERLAND COUNTY WELFARE BOARD

Thomas Spennato
PRESIDENT

Richard M. Williams
CHAIRMAN

ATTEST:

Rose B. Tomasso
TRUSTEE

ATTEST:

John D. Rose
SEC. TREAS.

NEGOTIATORS:

Rose B. Tomasso Chairperson

Ann Miller

Lucy K. Birdsall

Katherine M. DiBenedetto

Joyce Johnson

Reviewed and approved by the
Division of Public Welfare, N. J.
Department of Institutions and
Agencies

S. L. Thomas
19/9/76

Approved as to form for
Cumberland County Welfare Board

Walter Adam