# **AGREEMENT**

# **BETWEEN**

# SOUTH JERSEY TRANSPORTATION AUTHORITY

and

# LOCAL 196, CHAPTER 2 INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS (I.F.P.T.E.), AFL-CIO

EFFECTIVE AUGUST 1, 2007 TO JULY 31, 2011

# **INDEX**

D 11			Page No.
Article I - Article II -			
Article III -		rtime	
Article IV -		ume	
Article V -			
Article VI -			
Article VII -		`S	
Article VIII -		5	
Article IX -	C		
Article X -			
Article XI -	1 2		
	-		
		cal & Major Medical	
		n	
		Benefits Plan	
		ment	
		t of Death	
		er's Compensation Plan	
		olicy	
Section	13 - Supplemental Allow	rances	35
Section	14 - Uniforms		36
Section	15 - Education Assistanc	e Program	37
Section	16 - Specific Terms of Pl	an Documents	37
Article XII -	C		
Article XIII -			
Article XIV -			
Article XV -	•		
Article XVI -			
Article XVII -	•		
Article XVIII-			
Article XIX -			
	Section 1	Maintenance Department	
	Section 2	Maintenance Custodian	
	Section 3	Maintenance 4N	
	Section 4	Maintenance Person 4	
	Section 5	Maintenance Person 3	
	Section 6	Maintenance Person 2	
	Section 7	Maintenance Person 1	
	Section 8	Grounds Keeper 3	
	Section 9	Grounds Keeper 2	
	Section 10	Grounds Keeper 1	
	Section 11 Section 12	Craftsperson 4	
	Section 12 Section 13	Craftsperson 2	
	Section 13 Section 14	Craftsperson 2	
	Section 14 Section 15	Electrical Trainee	
	Section 16	Electrical Trainee  Electrical Journeyman	
	Section 17	Plumbing/Heating/AC Trainee	
	Section 18	Plumbing/Heating/AC Journeyman	
	Decitor 10		

	Section 19	Air Conditioning Journeyman	
	Section 20	Technician	69
	Section 21	Building, Crafts & Utilities Helper	70
	Section 22	Sign Shop Helper 4	71
	Section 23	Sign Fabricator 3	72
	Section 24	Sign Fabricator 2	73
	Section 25	Sign Fabricator 1	74
	Section 26	Mechanic 3	75
	Section 27	Mechanic 2	76
	Section 28	Mechanic 1	
	Section 29	Auto Body Repairman 3	78
	Section 30	Auto Body Repairman 2	79
	Section 31	Auto Body Repairman 1	80
	Section 32	Control Technician	81
	Section 33	Clerk- Toll Repair	82
	Section 34	Clerk III - Engineering	83
	Section 35	Toll Collector	84
	Section 36	Clerk - Tolls	87
	Section 37	Toll Counting Clerk	86
	Section 38	Head Counting Clerk	
	Section 39	Communications Operator	
	Section 40	Clerk II - State Police/Central Maintenance	
	Section 41	Clerk I - State Police/Central Maintenance	
	Section 42	Clerk- State Police/Central Maintenance	
	Section 43	Principal Clerk - State Police/Central Maintenance	
	Section 44	Clerk - Finance	
	Section 45	Toll Analyst	
	Section 46	Senior Toll Analyst	
	Section 47	Clerk Toll Audit	
	Section 48	Route Investigator	
	Section 49	Emergency Service Provider	
	Section 50	Lead Control Technician	
	Section 51	Sign Fabricator Graphic Technician	
	Section 52	Clerk II Engineering	
	Section 53	Engineering Technician	
	Section 54	Security Parking Cashier	
	Section 55	Lead Cashier	
	Section 56	Lead Toll Analyst	
	9		
Signatures			110

#### **PREAMBLE**

- (a) This Agreement between the South Jersey Transportation AUTHORITY ("the SJTA" "AUTHORITY" or "Employer") and Local 196, Chapter 2, International Federation of Professional and Technical Engineers (I.F.P.T.E.), AFL/CIO ("Local 196" or "UNION"), on behalf of the UNION and on behalf of the employees of the SJTA represented by the UNION now employed and hereinafter to be employed ("Employees").shall become effective at 12:01 a.m. on August 1, 2007 and shall continue for a term of four (4) years until 11:59 p.m. July 31, 2011.
- (b) The AUTHORITY shall provide all present employees and future new hires with a copy of this Agreement and, likewise, with copies of benefit booklets covering medical, health, dental, prescription and vision care coverages. Additionally, the AUTHORITY shall provide twenty (20) additional hard copies of this agreement and one copy burned on compact disc (CD).
  - (c) The UNION and the AUTHORITY will cooperate fully in finalizing the Agreement and in promptly printing and distributing the Agreement to the Union membership.
  - (d) The approved printed version of the Agreement shall control in the event of any inconsistencies between the printed Agreement and the copy of the Agreement on the CD.

#### ARTICLE I RECOGNITION

- **SECTION 1.** Recognition. The AUTHORITY recognizes the UNION as the Majority Representative of the following employees, pursuant to Chapter 303, P.L. 1968 as amended by Chapter 123, P.L. 1974:
- (a) Mechanic 1, Mechanic 2, Mechanic 3, Sign Fabricator 1, Sign Fabricator 2, Sign Fabricator 3, Sign Shop Helper 4, Craftsperson 1, Craftsperson 2, Craftsperson 3, Craftsperson 4, Maintenance Person 1, Maintenance Person 2, Maintenance Person 3, Maintenance Person 4, Maintenance 4N, Maintenance Custodian, Auto Body Repairman 1, Auto Body Repairman 2, Auto Body Repairman 3, Electrical Journeyman, Technician, Electrical Trainee, Plumbing/Heating/Air Conditioning Journeyman, Air Conditioning Journeyman, Plumbing/Heating/Air Conditioning Trainee, Toll Collector, Clerk Tolls, Toll Counting Clerk, Communications Operator, Toll Analyst, Control Technician, Clerk Toll Audit, Clerk Finance, Clerk I State Police/Central Maintenance, Clerk II State Police/Central Maintenance, Clerk Toll Repair, Grounds Keeper 1, Grounds Keeper 2, Grounds Keeper 3, Accounts Payable Clerk, Building Crafts and Utilities Helper, Senior Toll Analyst, Principal Clerk State Police/Maintenance, Route Investigators, and Clerk III, Engineering and Emergency Service Provider and Parking Lot Attendant, Sign Fabricator Graphic Technician, Engineering Technician, Lead Control Technician, Lead Toll Analyst, Clerk II/Engineering, Security Parking Cashier, Lead Security/Parking Cashier.
- (b) Nothing herein shall preclude the UNION or the AUTHORITY from seeking to modify the scope of the bargaining unit through the appropriate Unit Clarification Procedures under Public Employer/Employee Relations Act.
- (c) This contract does not apply to part-time employees of the AUTHORITY except where specifically indicated.
- **SECTION 2.** Agency Shop. Effective October 30, 1981, each employee covered by this Agreement shall, as a condition of employment, be required to pay a "fair share" fee equal to eighty-five percent (85%) of the normal dues, initiation fee and assessments of the UNION, unless such employee is a member of the UNION. Fees deducted from such employees' salaries shall be transmitted to the UNION in the same manner as regular dues. The UNION agrees to comply with all provisions of N.J. Stat. Ann. § 34:13a-5.5 which authorizes this agency shop deduction.
- **SECTION 3.** If during the term of this Agreement there shall be any change in the rate of membership dues, the UNION shall furnish the AUTHORITY written notice thirty (30) days prior to the effective date of such change.
- **SECTION 4.** Cooperation Management will make every effort to discuss matters that impact UNION personnel with UNION officials before implementation.

# ARTICLE II INTENT AND PURPOSE

**SECTION 1.** It is the intent and purpose of the parties hereto in entering this Agreement to maintain and promote harmonious relations and close cooperation between the AUTHORITY and the UNION to be observed by the parties hereto covering terms and conditions of employment.

**SECTION 2.** The provisions of this Agreement shall be applied to employees covered hereby without discrimination based on sex, age, race, color, creed, UNION activity, national origin, ancestry, marital status, nationality, or because of the liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait, or disability as defined by Federal or State law.

# ARTICLE III HOURS OF WORK AND OVERTIME

#### **SECTION 1.**

- (a) The normal work week for all office employees shall be Monday to Friday, inclusive, and shall be for forty (40) hours per week, eight (8) hours per day, 8:30 A.M. to 4:30 P.M., including a one (1) hour paid lunch which shall take place between 11:00 a.m. and 1:00 p.m.
- (b) The normal work week for all employees in the Expressway and Engineering Departments shall be Monday to Friday, inclusive, and shall be forty (40) hours per week, eight (8) hours per day, the normal work hours to be 7:30 A.M. to 3:30 P.M., including a one (1) hour paid lunch.
- The AUTHORITY may create additional shifts in the Engineering and Operations Department. (c) The shifts shall be Monday through Friday, inclusive, and shall be for forty (40) hours per week eight (8) hours per day including a one (1) hour paid lunch. These additional shifts will have the work hours of 3:30 p.m. to 11:30 p.m. (the third shift) and 11:30 p.m. to 7:30 a.m. (the first shift). The first shift and the third shift shall be manned by volunteers of employees of each required job classification in accordance with job classification seniority or by new hires. In the event a sufficient number of employees do not volunteer to work on the first shift or the third shift and there are insufficient new hires, then the AUTHORITY shall assign the employees with the least job classification seniority to such shift until January 1, 2001. Except as provided for below, only employees hired after the signing of this agreement shall be assigned to the first or third shift. After January 1, 2001, should the AUTHORITY assign any employees hired before the signing of this agreement to the first or third shift, those employees shall receive a \$2.00 per hour premium in addition to any shift premium which they would otherwise be entitled to. (This premium shall not apply to employees currently assigned to the third shift, volunteers, employees working overtime, new hires, or employees promoted or voluntarily transferred after the signing of this agreement.) Where possible, the AUTHORITY will provide the UNION with three (3) weeks advance notice prior to implementing an additional shift, but in no event shall the notice be less than two (2) weeks. Employees assigned on the first shift (11:30 p.m. to 7:30 a.m.) shall receive premium pay at the rate of \$1.00 per hour. Effective August 1, 2008, this rate shall increase to \$1.15. Employees assigned on the third shift (3:30 p.m. to 11:30 p.m.) shall receive premium pay at the rate of \$.90 per hour. Effective August 1, 2008, this rate shall increase to \$1.05. This rate of premium pay applies only to Engineering and Operations Employees.
- (d) Recognizing the need for "round-the-clock" coverage of Toll Plazas, and at Central Dispatch, the normal work week in the Toll Division, Communication Operators and for employees in the Bus Management Division shall be forty (40) hours per week, consisting of five (5) daily eight (8) hour shifts, seven (7) days per week. Work schedules shall consist of five (5) days work and two (2) days off per week.
  - (e) Work schedules for Toll Collectors in the Toll Department will be as follows:

1st Shift	
2nd Shift	
	7:00 A.M. to 3:00 P.M
3rd Shift	3:30 P.M. to 11:30 P.M.
	3:00 P.M. to 11:00 A.M.
Also (A)	6:00 A.M. to 2:00 P.M.
	9:00 A.M. to 5:00 P.M.
(B)	5:00 P.M. to 1:00 A.M.
	2:00 P.M. to 10:00 P.M.
	6:00 P.M. to 2:00 A.M.

(f) Work schedules for Communication operators at Central Dispatch will be as follows:

1st Shift	12:00 a.m. to 8:00 a.m.
2nd Shift	8:00 a.m. to 4:00 p.m.
3rd Shift	4:00 p.m. to 12:00 a.m.

Also E shifts as follows:

1E Shift	11:00 p.m. to	7:00 a.m.
2E Shift	7:00 a.m. to	3:00 p.m.
3E Shift	3:00 p.m. to	11:00 p.m.

(g) Work schedule for Count Room Clerks will be as follows:

7:00 A.M. to 3:00 P.M., Monday through Friday with weekend duty on a rotating basis.

- (h) Work schedules for Control Technician Toll Repair Hours will be as follows:
  - (i) <u>Monday Friday</u>

7:30 a.m. to 3:30 p.m., including a one (1) hour paid lunch.

(ii) <u>Monday - Friday</u>

10:00 a.m. to 6:00 p.m., including a one (1) hour paid lunch. The 10:00 a.m. to 6:00 p.m. shift to be filled by the least senior employee in the Toll Repair Department.

#### (iii) Weekends

Weekends are to be rotated between all employees in the Toll Repair Department. Hours shall be Saturday to Sunday 7:30 a.m. to 3:30 p.m. The hours of work for the weekdays shall be dictated by the schedule above, with the exception of the Monday before the weekend worked and the Friday following the weekend worked which will be days off.

# Example:

Week 1		Week 2	
Saturday	Off	Sunday	8 Hours
Sunday	Off	Monday	8 Hours
Monday	Off	Tuesday	8 Hours
Tuesday	8 Hours	Wednesday	8 Hours
Wednesday	8 Hours	Thursday	8 Hours
Thursday	8 Hours	Friday	Off
Friday	8 Hours	Saturday	Off
Saturday	8 Hours	Sunday	Off

(i) Steady Shifts - Toll employees will be given the opportunity to vote for steady shifts. To be effective, at least a 2/3 vote in favor of the steady shift option is required before implementation. It is further recognized that the steady shift option cannot result in a manpower shortage.

(j) Work schedule for Bus Management employees will be as follows:

(k) Work schedule for Emergency Service Patrol employees will be as follows:

```
1<sup>st</sup> Shift 11:00 p.m. to 7:00 a.m.

2<sup>nd</sup> Shift 7:00 a.m. to 3:00 p.m.

3<sup>rd</sup> Shift 3:00 p.m. to 11:00 p.m.
```

Also E shifts as follows:

```
1E Shift 10:00 p.m. to 6:00 a.m. 2E Shift 6:00 a.m. to 2:00 p.m. 3E Shift 2:00 p.m. to 10:00 p.m.
```

- (l) Work schedule for Parking employees will be as follows:
  - (i) New York Ave garage in Atlantic City

```
1<sup>st</sup> Shift 12:00 a.m. to 8:00 a.m. 
2<sup>nd</sup> Shift 8:00 a.m. to 4:00 p.m. 
3<sup>rd</sup> Shift 4:00 p.m. to 12:00 a.m.
```

(ii) Atlantic Ave lot in Atlantic City

```
1<sup>st</sup> Shift 10:00 p.m. to 6:00 a.m.

2<sup>nd</sup> Shift 6:00 a.m. to 2:00 p.m.

3<sup>rd</sup> Shift 2:00 p.m. to 10:00 p.m.
```

(iii) Atlantic City International Airport (ACY)

```
1<sup>st</sup> Shift 12:00 p.m. to 8:00 a.m.

2<sup>nd</sup> Shift 8:00 a.m. to 4:00 p.m.

3<sup>rd</sup> Shift 4:00 p.m. to 12:00 p.m.
```

Recognizing that the need for the staffing at ACY is specifically driven by the flight schedules at the airport, the AUTHORITY and the UNION mutually agree that the starting and quitting times for parking employees at ACY can be advanced one (1) hour. In all cases, employee will be given one (1) month advance notice of any schedule changes and any supplemental compensation will be determined based upon the actual shift worked.

(m) Except as otherwise provided herein, changes in starting and quitting times shall be by mutual agreement between the AUTHORITY and the UNION. The work week and work hours defined in Section (1)(a) through (l) above shall not be changed without the consent of the UNION. For purposes of computing overtime, the work week shall begin at 12:01 a.m., Sunday.

# **SECTION 2.**

(a) The AUTHORITY may create additional new shifts. The work week for any such shift(s) should be forty (40) hours a week, and may be scheduled by the AUTHORITY during the period Sunday through Saturday, and shall include a one (1) hour paid lunch each day. The AUTHORITY shall establish the starting and quitting

times of such new shift(s). Thereafter, the changes in the starting and quitting time of said shifts shall be subject to negotiation between the parties and in the event no agreement is reached the matter will be presented to Arbitration. Should the AUTHORITY desire to institute such additional new shifts, it shall do so only in accordance with the following provisions:

- (i) The shift premium for time worked by employees on such additional new shift(s) shall be as follows:
  - Effective August 1, 2008, for time worked by employees during first shift hours (11:30 p.m. to 7:30 a.m.), employees shall receive premium pay at the rate of \$1.15 per hour. For time worked by employees during third shift hours (3:30 p.m. to ll:30 p.m.), employees shall receive premium pay at the rate of \$1.05 per hour.
- (ii) That the institution of any such new additional shift(s) shall not serve to create a force reduction to employees working in accordance with Section 1(a) through (j) above;
- (iii) These new shift(s) shall be manned by volunteers of each required job classification in accordance with job classification seniority or by new hires. In the event a sufficient number of employees do not volunteer to work on these new shift(s) and there are insufficient new hires, then the AUTHORITY shall assign the employees with the least job classification seniority to such shift(s). until January 1, 2001. Except as provided for below, only employees hired after the signing of this agreement shall be assigned to these additional new shift(s). Should the AUTHORITY assign any employees hired before the signing of this agreement to these additional new shift(s), those employees shall receive a \$2.00 per hour premium in addition to any shift premium which they would otherwise be entitled to. (This premium shall not apply to volunteers, employees working overtime, new hires, or employees promoted or voluntarily transferred after the signing of this Agreement).
- (iv) That any such new shift(s) established shall be for either a standard eight (8) hour work day, forty (40) hour work week, with two (2) consecutive days off each week; or a ten (10) hour work day, forty (40) hour workweek, four (4) days per week, with three (3) consecutive days off each week; and
- (v) That the creation of any new additional shift(s) shall not serve to diminish the overtime generally provided to employees on other shifts/work schedules, including, but not limited to, snow removal. Such new shifts will be established only to serve a permanent need or a special project. which will last for a minimum of three (3) weeks.
- (b) Three (3) UNION Officers who are on shift work, exclusive of Stewards, shall be placed on steady day shift (at their option), with Saturday and Sunday off; however, no more than one (1) such Officer shall be from each work location.

#### **SECTION 3.**

- (a) For all shift employees, there shall be paid a premium rate of sixty-five cents (\$.75) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of ninety cents (\$.90) per hour.
- (b) Effective August 1, 2008, there shall be paid a premium rate of ninety cents (\$.90) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and five cents (\$1.05) per hour.
- (c) Effective August 1, 2009, there shall be paid a premium rate of ninety-five cents (\$.95) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and ten cents (\$1.10) per hour.

- (d) Effective August 1, 2010, there shall be paid a premium rate of one dollar and five cents (\$1.05) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and fifteen cents (\$1.15) per hour.
- (e) Employees whose shift overlaps into a shift with a higher differential (premium) shall be paid the higher premium for the hours worked.

#### **SECTION 4.**

Part-time and Seasonal employees may work a maximum of forty (40) hours per week. Replacements and rates of pay for part-time employees shall be as follows:

- (a) If the SJTA receives notice of a "temporary absence" (i.e. any opening where the employee who is absent may return to the position), which the Authority determines must be filled, the Authority will fill the position with a qualified Part-time employee who will be paid the Part-time employee's rate of pay. The Part-time employee will be on a four (4) week rotation with other qualified Part-time employees based upon seniority.
- (b) On-Call Toll Collectors will be granted a minimum of six hours of work when called in or scheduled between the dates of May 15 and September 30 of each calendar year
  - (c) **Application.** This section applies only to employees in Tolls and Communications.

#### **SECTION 5.**

Seasonal employees in Tolls, Maintenance and Communications may only work the periods of March 1 through September 30th, and December 20 through January 15, and for no more than forty (40) hours per week. From December 20 through January 15, Seasonal employees in Tolls shall only be used after hours have been offered to On-Call Toll Collectors, by rotation.

#### **SECTION 6.**

(a) Overtime for work of a routine nature or emergency shall be offered to personnel on an equalization basis by his/her reporting base location and job/title classification. Management shall maintain and post an up-to-date overtime rotation list within three (3) working days of overtime worked. When an employee who is next in turn for overtime is bypassed, the employee shall be paid directly for the bypassed overtime, unless the AUTHORITY made a reasonable effort to contact the employee to work the overtime. An employee refusing overtime three (3) times in a three (3) month period without a valid reason shall not be eligible for overtime bypass pay, or for overtime, for three (3) months thereafter. Consistent refusals may lead to discipline.

#### SECTION 7.

Part-time and Seasonal employees shall not work overtime unless it has first been offered to and refused by all Full-time employees of the job title/classification in which the overtime occurs.

# **SECTION 8.**

- (a) Overtime payment shall be at the rate of one and one-half (1-1/2) times the base rate of pay for all hours worked in excess of eight (8) hours, the normal work day or work week and on Holidays in addition to Holiday pay.
- (b) Compensatory time off, in lieu of overtime payment, may be elected by the employee. Such compensatory time off shall be to a maximum of forty (40) hours at any one time per contract year but can be reaccumulated up to forty (40) hours as the employee uses his/her time. Such compensatory time shall be granted in minimum four (4) hour increments at any time the employee elects to use such time, providing the employee gives at least twenty-four (24) hours advance notice to the AUTHORITY; in emergency, the advance notice shall be waived at the discretion of the AUTHORITY. Notwithstanding the above, the AUTHORITY shall have the right in

its absolute discretion to deny a request to use compensatory time if it determines that staffing needs so require. In such event, the AUTHORITY shall pay the employee for the compensatory time which otherwise would have been used. Further, the employee having compensatory time "banked" may elect to cash-in such time in a minimum of one-half hour increments at any time during the contract year. Compensatory time will be computed based upon the number of overtime hours the employee works at the earned overtime rate. Compensatory time shall be paid based upon the hourly rate applicable at the time that the compensatory time was earned.

- (c) All time worked which requires overtime will be paid with the next pay period unless the employee previously submits an election form selecting compensatory time. Any overtime worked while an employee has 40 hours (or more) banked, will automatically be paid in the next payroll period, regardless of an election form.
- (d) Scheduled vacation time and scheduled sick time shall take precedence over compensatory time in the event of a conflict.

#### **SECTION 9.**

Employees required to work before or beyond their regular work hours shall be paid overtime in increments of one-quarter (1/4) hour units, fractional portions being counted as a full one-quarter (1/4) hour. Toll Employees and Communication Operators called into work on a normal day off shall be guaranteed eight (8) hours of work at the overtime rate or pay in lieu thereof. In the event an employee is called to work to finish out a Toll Shift or Communications Shift due to illness or an emergency, he/she will finish the shift and be paid for the hours worked at the overtime rate. All other employees shall be guaranteed four (4) hours of work or pay in lieu thereof at the overtime rate when called in on a normal day off.

#### SECTION 10.

(a) Toll Collectors shall be given fifteen (15) minutes of "bank-out" time immediately after the end of their scheduled shift, and such time shall be paid at the rate of time and one-half (1 ½). Bank time shall not be taken as comp time.

#### **SECTION 11.**

Daylight Savings Pay - Employees working during the time that time clocks are reset, as the result of daylight savings time, will not suffer any loss in pay due to the time change.

#### **SECTION 12.**

- (a) Shift employees shall be granted twenty-four (24) shift changes per year.
- (b) In addition to the permitted shift changes provided above, shift employees will also be granted up to twelve (12) additional changes, which must be accomplished by mutual swap. Employees must obtain a signed swap for their shift. Full time employees may only switch with full time employees.
  - (c) Shift changes which may result in overtime will be denied.

#### ARTICLE IV SENIORITY

- **SECTION 1**. Seniority is defined as the length of an employee's continuous permanent employment with the AUTHORITY except that, for the purpose of Promotions, seniority is defined as the length of continuous permanent employment in the Job Classification immediately below that of the vacancy.
- (a) Seniority for Communication Operators for the purpose of transfers and promotions is from the date of Certification of Recognition (May 29, 1987), except for time on the job for purposes of the eighteen (18) month requirement for transfers.
- (b) Seniority for Counting Clerks, for the purposes of transfers and promotions, is from October 30, 1989.
- (c) Seniority for Route Investigators, for the purposes of transfers and promotions, is from the date of PERC recognition, August 14, 1996.

#### **SECTION 2.** An employee shall cease to have Seniority rights by:

- (a) voluntary resignation.
- (b) justifiable discharge.
- (c) unauthorized absence for more than five (5) work days; or
- (d) failure to return upon expiration of an authorized leave without notification to the AUTHORITY within five (5) working days after the scheduled return date.
- **SECTION 3.** Newly hired employees shall be considered probationary employees with no Seniority status until having completed their probationary period, after which time their Seniority shall be retroactive to date of permanent hire.
- **SECTION 4.** Probationary employees, in all positions, shall become permanent after three (3) months from date of hire, provided, however, the AUTHORITY may extend the probationary period for any employee for an additional three (3) month period.
- **SECTION 5.** A midpoint written review will be made of all new-hire and part-time (going to full-time) probationary employees. It is agreed that there shall be a Steward/UNION Officer present when the contents of such written review is communicated by the Supervisor to the probationary employee. Additionally, the Supervisor shall forward a copy of the review to the UNION President within two (2) days thereafter.

#### ARTICLE V TERMINATION

**SECTION 1.** No employee, except new hires during their probationary period or Seasonal employees, shall be laid off or terminated for reasons other than just cause as long as the AUTHORITY requires the work done by the employee. Termination for just cause shall result only from the Disciplinary Action Procedure set forth in Article X.

#### **Layoff - Bumping - Recall Procedure**

**SECTION 2.** <u>Layoff.</u> In all cases of decrease (layoff) or increase (recall) of the AUTHORITY's working forces covered by this Agreement, the principles of Bargaining Unit Seniority shall apply. For the purposes of this section, the term "Bargaining Unit Seniority" shall mean the employee's Seniority from the date of permanent hire in the unit.

# **SECTION 3. Bumping.**

- (a) When, because of layoff, an employee's job is eliminated, or that employee is forced to "bump" because he/she has been displaced (bumped) by a senior employee, the following rights and procedures shall prevail:
- (b) Employees who have their jobs eliminated, or are bumped, may exercise their seniority by bumping laterally or downward into any bargaining-unit job title, on any shift, for which they are qualified. In such event, the employee shall bump the individual with the least seniority in the job title. An employee may only bump someone with less seniority. Employees may also elect to bump part-time and seasonal employees.
- (c) Notwithstanding any other clause in this Agreement, it is understood by the AUTHORITY and the UNION that the following job titles will be considered entry level:

Toll Collector **Communications Operator** Count Clerk Clerk II - State Police/Maintenance Clerk-Finance Clerk-Toll Division Maintenance Person No. 4 Maintenance Person No. 4N Maintenance Custodian Craftsman Helper No. 4 Sign Shop Helper No. 4 **Building Crafts and Utilities Helper** Clerk - Toll Repair Clerk III-Engineering Route Investigators Security/Parking Cashier **Emergency Service Provider** 

And any other title with the word "Trainee" in it will also be considered an entry level position.

#### SECTION 4. Recall.

(a) The last employee laid off shall be the first recalled, in accordance with seniority. However, an employee shall not be recalled to a higher paying job title than his/her own previous job title. If an employee is recalled to a job title other than his/her own, such employee may refuse such recall and remain on layoff. If a senior employee is recalled to a job title other than his/her own, and accepts such recall, he/she shall be under the same qualifying conditions as outlined in Article V, Section 3(b).

(b) When job openings become available, the bumped, eliminated, and/or recalled employee shall be returned to his/her respective job title, department, work area, and shift, on a seniority basis.

#### **SECTION 5.**

- (a) In the event of a layoff and/or job elimination, the AUTHORITY agrees to give all affected employees and the UNION at least forty-five (45) working days advance notice or pay in lieu thereof.
- (b) There shall be a UNION Officer present during the bumping procedure and affected employees shall be advised of all options in the bumping process.
- (c) Recalled employees must return within ten (10) days of notification by the AUTHORITY. The AUTHORITY shall forward the employee notice by certified mail (return receipt) and provide the UNION with a copy of the notice.
- (d) In the event of a layoff, employees with at least one (1) year of seniority are entitled to receive continued medical insurance coverage for a period of up to 3 months, reimbursable by the Authority. In addition, an Employee laid off with at least one (1) year seniority shall be paid one (1) week of severance pay for each year of service, up to a maximum of twelve (12) weeks, payable at the time of separation.
  - (e) An employee shall have recall rights for two (2) years, or length of service, whichever is less.
- (f) Employees who bump into lower paying positions shall be paid the maximum of the new position or his/her current rate, whichever rate is higher. Employees who bump into lower paying positions and are receiving a higher rate of pay, shall maintain their rate of pay and shall not receive any wage increase while he/she remains in the lower paying position, until the salary of the new job equals his/her present rate of pay.

#### ARTICLE VI UNION REPRESENTATION

# **SECTION 1.**

- (a) UNION Executive Board members shall be given a maximum cumulative total for the group of forty-eight (48) hours per week of paid release time to handle grievances, arbitrations or other UNION-related proceedings or activities contemplated by this Agreement. A maximum of 16 hours can be carried over from one week to the next. In no event shall paid release time exceed 64 hours in any week. The AUTHORITY may require appropriate documentation as to all time expended under this Article.
- **SECTION 2.** The AUTHORITY, with at least one (1) week prior written notice, agrees to release from work assignments, with pay, one (1) UNION elected delegate for the purpose of attending State or National Conventions. The AUTHORITY, with at least one (1) week prior written notice, further agrees to release from work assignment, with pay, up to six (6) UNION Executive Board Members for the purpose of attending a maximum of two (2) Local Executive Board Meetings per year. Should the UNION elect to send additional delegates or Executive Board Members to the functions referred to herein, they shall be released from duty without pay provided they have given at least one (1) week prior written notice to the AUTHORITY.
- **SECTION 3.** The AUTHORITY will assist and make payroll deductions for employees who authorize such deductions into a Political Action Committee (PAC) fund established by the Union.
- **SECTION 4.** The AUTHORITY agrees to consider a release from work assignments, without pay, of UNION representatives for such matters, upon request, as indicated in said request.
- **SECTION 5.** UNION representatives must advise Department Heads at least three (3) days in advance for the above Article VI, Section 4 to apply. The three (3) day advance notice requirement may be waived at the discretion of the Department Head should circumstances warrant such a waiver.
- **SECTION 6.** UNION Officers, Stewards and/or Representatives shall not be discriminated against, interfered with, restrained or coerced by the AUTHORITY because of any UNION activity.

# ARTICLE VII PROMOTIONS AND TRANSFERS

#### **SECTION 1.**

- (a) The purpose of this Article is to provide employees who are capable of performing the services required with the opportunity to fill openings for work in higher-rated jobs within the Bargaining Unit, in their Division. Further, this Article shall provide interested employees with the opportunity to transfer to job openings both in their Division and to other Divisions.
- (b) For the purposes of this provision, "promotion" shall mean assuming a position of a higher rate of pay, and "transfer" shall mean assuming a position at a lateral or lower rate of pay or movement between one entry level Bargaining Unit position and another entry level Bargaining Unit position.
- (c) When an employee applies for a promotion or transfer, the AUTHORITY reserves the right to require a proficiency or skills test for any position. The UNION may review the grading of any such test.
- **SECTION 2.** Position openings within the Bargaining Unit to be filled in any Division will be posted by the AUTHORITY on all Bulletin Boards of the AUTHORITY for a period of seven (7) working days. During the posted period, an employee may bid for the vacancy by filing a written notice to the Division Head. Job bids will immediately be forwarded to the AUTHORITY's Human Resources Office.
- (a) Individuals holding the same job title as the promotional opening may bid on that opening should they wish to change their work location to the vacancy work location. If the senior bidder, that individual shall be awarded the position and his/her position shall then be posted for bid. An employee who changes his/her work location may within thirty (30) calendar days elect to return to his/her former work location.
- (b) For all jobs, except entry level jobs, bids from within the Department will be considered first. If the position is filled, notice of the promotion shall be posted immediately. Thereafter, should the position remain unfilled, bids from outside the Department will be considered. All bids for entry level jobs will be considered regardless of the Department in which the opening occurs. Once the AUTHORITY has determined that it will fill a position, it will do so as soon as possible.
- (c) All requests for movement between one entry level Bargaining Unit position and another entry level Bargaining Unit position will be considered a transfer.
- (d) Further, with respect to the lowest level job classifications in each Division, there shall be no new hires until a bidding opportunity is provided to all present employees who would be interested in the promotion or transfer, whichever the case may be.
- (e) Employees absent during the seven (7) day posting period(s) may elect to submit their application by proxy. In the case of an employee bidding by proxy, due to injury or illness, the employee will be required to submit appropriate medical certification that they can assume the essential functions of the job as of the first date that the job becomes available in order to be considered for the position.
  - (f) Notwithstanding any other provisions under "transfers":
    - (i) No more than four (4) transfers shall be allowed out of each given Division within a calendar year unless approved by the Executive Director.
    - (ii) No employee may transfer more than once during any 12-month period except with the written approval of the Executive Director. For purposes of this section, a transfer back to a prior job is considered a transfer.
    - (iii) Further, no employee is eligible to apply for promotion or transfer unless the employee has been employed at the AUTHORITY for at least twelve (12)

- months. No more than one (1) Maintenance Custodian may be promoted or transferred during a twelve (12) month period unless approved by the Executive Director.
- (iv) A transferred employee who returns to his or her original position for any reason, including those mentioned under Article VII, Section 4, shall have used his or her transfer for the 12 month period.
- (v) An unsuccessful transfer which results in the employee returning to his or her position shall not count towards the maximum four (4) transfers which may be allowed in a given Division under Article VII, Section 2(g)(i).
- (g) Employees requesting promotion or transfer shall be promoted or transferred to vacancies within the Bargaining Unit in accordance with (a) seniority; (b) skill; (c) ability; (d) fitness; (e) past discipline record, and (f) past attendance record. When, in the AUTHORITY's discretion, factors (b) (skill), (c) (ability), and (d) (fitness) are relatively equal as between two (2) or more employees, seniority shall prevail, and such senior employee shall be awarded the position. With respect to factors (e) (past discipline record) and (f) (past attendance record), should the AUTHORITY, in its sole discretion, judge both factors to be poor, it shall serve to deny the otherwise qualified employee the position. However, the employee's disciplinary record must relate to the qualifications for the position sought.
- (h) The evaluation of the factors outlined above shall be made by the AUTHORITY. Should the AUTHORITY select an employee other than the most senior, the AUTHORITY agrees to meet with the UNION in order for the UNION to present any facts which it believes the AUTHORITY should consider in reaching its decision.
- (i) Should the AUTHORITY determine, after its evaluation of the factors outlined above, that there is no qualified employee to fill the position (either by promotion or transfer), the AUTHORITY shall fill such position with a qualified new hire.
- (j) Should the AUTHORITY determine that there is no qualified employee, the AUTHORITY agrees to meet with the UNION in order for the UNION to present any facts which it believes the AUTHORITY should consider in reaching its decision.
- (k) Further, no transfer shall be made which impairs the operation of the Division in which the employee holds a permanent position.
- **SECTION 3.** A copy of the lowest level job classifications in each Division shall be made available to the UNION upon request.

#### **SECTION 4.**

- (a) Promotion and Departmental Probations pertains to an employee who, following promotion or transfer to a new position, is serving a working test period of not less than three (3) months and not more than nine (9) months. Employees under this class of probation shall have all the fringe or employment benefits he/she enjoyed under his/her previous category of employment, and such promoted or transferred employee shall receive a salary at the then prevailing rate of pay for the new position. A written review and evaluation of the employee's performance shall be made at the end of forty-five (45) days and every forty-five (45) days thereafter during the probationary period, a copy of which will be forwarded to the employee and the President of the UNION. Upon successful completion of the probationary period, the employee shall be granted permanency in the position or notified in writing, a copy of which will be forwarded to the President of the UNION, that his or her probation shall be continued for another three (3) months.
- (b) Should an employee fail to achieve a satisfactory rating in his/her new position, he/she shall be entitled to return to his/her former position with no loss of Seniority.

- (c) An employee promoted or transferred may elect to return to his/her exact prior position within forty-five (45) days of assuming the new position or up to the first review date, whichever is longer. Such returning employee shall bump the employee who took his/her prior position, and such bumping shall continue until all affected employees are returned to their exact prior positions.
- **SECTION 5.** When a vacancy occurs in the job classification of Toll Supervisor or Foreman, the AUTHORITY has the right to hire supervisors from outside, after first having considered bargaining unit employees. Bargaining unit employees electing to accept such management positions may, within a ninety (90) calendar day period after assuming same, choose to return to the ranks of the organized Bargaining Unit and shall be returned to their former jobs without loss of Seniority, excepting that the time spent in the ranks of management shall not be applied toward Bargaining Unit Seniority.
- **SECTION 6.** The AUTHORITY shall promptly forward copies of all job postings to the UNION and, subsequently, shall forward to the UNION the names of successful bidders and their Seniority dates.
- **SECTION 7.** When an employee is promoted or transferred into a new Division, such employee shall be placed at the bottom of the seniority list for the purposes of annual shift picks and initial overtime rotation. This provision shall not apply if the employee bumps to a new Division due to a layoff.

# ARTICLE VIII TRAINING

- **SECTION 1.** The AUTHORITY agrees to a training program for employees, either on-the-job, or, at the sole discretion of the AUTHORITY, at a facility provided by the AUTHORITY. The AUTHORITY shall designate training as either mandatory or voluntary. Employees are required to attend all training that the AUTHORITY designates as mandatory. If training occurs outside the normal working hours, the AUTHORITY will compensate the training employee at their regular straight time hourly rate of pay or compensatory time for training at the employee's option. If the number of employees seeking to be trained exceeds the number to be trained, then those to be trained will be selected on the basis of Seniority in the Department. Lack of participation in the AUTHORITY's voluntary training program shall not serve to deny otherwise qualified employee a future promotion or transfer.
- **SECTION 2.** If the AUTHORITY requires a Bargaining Unit employee to train or instruct new hires or other Bargaining Unit employees (and should such employee agree to do so), then in such event the Bargaining Unit the employees so assigned to train employees shall receive an additional ten percent (10%) above their hourly base rate for such training work performed. No such training shall be undertaken by a Bargaining Unit employee unless specifically directed to do so by the AUTHORITY. Such training instruction premium shall be paid for a minimum of two (2) hours, and thereafter shall be paid based on actual time performed.
- **SECTION 3.** Employees will be given the opportunity to request training and supervisory courses for promotional opportunities. The AUTHORITY will review the request and make its decision on a case by case basis.
- **SECTION 4.** Employees will be given the opportunity to take special skills and heavy equipment training courses.
- **SECTION 5.** The following Program and Schedule will be followed for any new employee who does not have a Commercial Driver's License ("CDL") in their possession as required under this Contract, state or federal law at the time of hire or transfer.
  - (a) The employee must complete physical with drug screening before he/she can register for a permit. (Drug screen is mandatory for outside hires.) Drivers test should be scheduled when the employee registers for permit.
  - (b) A training class will be set up within two weeks after the new employee has started to work. Tapes will be available for individuals to take home and view.
  - (c) The employee will be required to obtain a permit at their own cost initially. Once they have obtained a CDL, they will be reimbursed for the permit fee only. The AUTHORITY will only be responsible for one fee.
  - (d) After registering, the employee must pass the written portion of the test to obtain a permit. Employee will be allowed up to four (4) attempts to pass test on AUTHORITY time.
  - (e) After obtaining the permit, they will receive hands on training to prepare them for the road test that is required to obtain the CDL.
    - (i) The AUTHORITY will give each employee up to eight (8) hours of hands on training.
    - (ii) Employees will be allowed up to two (2) tries during their 90 day probationary period to take the road test.
    - (iii) If an employee cannot obtain a CDL by the end of an extended probationary period, he or she will be entitled to whatever provisions outlined under the UNION contract.

**SECTION 6.** The parties agree that any unit member required by the Authority to attend training shall be reimbursed for tuition costs and mileage. In the event said training is done outside the employee's normal work hours, the employee shall be paid the appropriate contractual rate.

#### ARTICLE IX GRIEVANCE PROCEDURE

- **SECTION 1.** A Grievance is any cause of complaint arising between the AUTHORITY and an employee, or groups of employees, with reference to a condition of employment, or with respect to the application and/or interpretation of this Agreement.
- **SECTION 2.** Any employee, group of employees or the UNION may present Grievances to the AUTHORITY and may be represented by the UNION, its Steward and/or Officers and/or Representatives. Employees may be represented by any person of his/her own choosing; however, in any case, a UNION representative shall be present. Moreover, no more than two (2) UNION representatives who are employees of the AUTHORITY may appear on behalf of a Grievant at any one hearing exclusive of witnesses and shop stewards.
- **SECTION 3.** A Grievance shall be presented in the manner described hereafter no more than fifteen (15) working days after becoming aware of the cause for such Grievance or the Grievance shall not be deemed timely and an arbitrator shall not be empowered to hear the matter.

#### STEP No. 1.

- (a) It is recommended that the person who thinks he/she has a Grievance can informally discuss the matter with his/her Supervisor and Shop Steward jointly.
- (b) If the complaint remains unresolved after the informal discussion in Step #1 above, or if the matter is immediately put in written grievance form, then such grievance shall be presented in writing to the Division/Department Head. The Division/Department Head must hold a meeting to discuss the facts, within five (5) working days of receipt of the written grievance, and must thereafter render a written decision to the UNION and grievant within five (5) days.
- **STEP No. 2.** If the grievance is not satisfactorily settled at the Step #1 (a) level, then the written grievance shall be presented to the Executive Director. Within fifteen (15) working days of receipt of the appeal, the Executive Director or his/her designee will have a meeting to discuss the facts and render a written decision within (15) days thereafter. Such designee shall have no direct interest in the Grievance. Such written decision shall be forwarded to both the UNION and grievant.

#### APPEAL:

- (a) The employee or UNION shall have the right to appeal any decision of the Executive Director to Arbitration within 45 days after receipt of the decision of the Executive Director through the New Jersey Public Employment Relations Commission, the cost of which shall be borne equally by the parties. The decision of the Arbitrator shall be binding upon both parties. The Arbitrator shall have no power to add to, alter, amend, or repeal this Agreement or any provision herein, or to fix or change any rate or rates of pay, except as otherwise provided for in this Agreement.
- (b) The UNION Grievance Committee, grievant and UNION witnesses (if AUTHORITY employees) shall be paid by the AUTHORITY for all lost time in attending meetings with the AUTHORITY, at all steps of the Grievance Procedure, and for time spent in an Arbitration proceeding. AUTHORITY employees who take part in the aforesaid, on their scheduled days off, shall receive compensatory time off on an hour-for-hour basis and may take compensatory time whenever such employee(s) choose(s). The UNION will provide the AUTHORITY with a witness list at least seventy two (72) hours prior to the hearing. In the event the witness is not called to testify regarding information related to the grievance, the AUTHORITY will not be obligated to pay for the witness. Said pay will become the responsibility of the UNION.
  - (c) Any time limit may be extended by mutual written agreement.

# ARTICLE X DISCIPLINARY ACTION

**SECTION 1.** In order to ensure fairness and equity of disciplinary action, the AUTHORITY shall have the right to discipline or discharge an employee only after following the specific procedure outlined herein:

- (a) Any employee charged with misconduct shall be served a written notice specifying the offense charged within ten (10) working days of its occurrence or within ten (10) working days of the AUTHORITY becoming aware of its occurrence, (with a copy forwarded to the UNION Steward, Chapter President, and Local Business Agent. Such written notice shall include the date(s), time(s), place(s), and witness(es), of the alleged offense. Such notice shall apprise the employee that a Hearing will be conducted, not less than five (5) working days from the date the charge is served. Such notice shall include the date, time and place of the Hearing, and of the fact that he/she is entitled to be represented by a representative of his/her own choosing and/or by the UNION Grievance committee (including the Steward), and may present any information or evidence, including witnesses, and may cross-examine witnesses. However, in any case, a UNION Representative must be present.
- (b) Hearing will be held at the employee's work location, between the hours of 7:30 AM and 3:00 PM. If the employee, UNION Officials, or UNION witnesses are on non-work time, they shall be paid at the rate of time and one-half for such time spent at the hearing (including travel time to and from). Further, mileage shall be paid for travel to the hearing (round trip) at the then current IRS mileage rate. The UNION will provide the AUTHORITY with a witness list at least seventy two (72) hours prior to the hearing. In the event the witness is not called to testify regarding information related to the disciplinary matter, the AUTHORITY will not be obligated to pay for the witness. Said pay will become the responsibility of the UNION.
- (c) The Hearing Officer shall consider the testimony presented at the Hearing, and if he/she determines that the employee is guilty, he/she shall impose a suitable penalty, considering the magnitude of the offense, with consideration given to the employee's length of service, past performance and discipline record, and based, when applicable, on progressive discipline. Such determination must be made, in writing, within five (5) working days after the close of the Hearing. The Hearing Officer shall not be from the same Division or Department as the accused employee.
- (d) The employee may, within five (5) working days, appeal the decision of the Hearing Officer, in writing, to the Executive Director, who within fifteen (15) working days of receipt of the appeal, shall review the facts at a meeting with the parties involved and the UNION representative(s), and shall thereafter issue a decision within fifteen (15) working days. The Executive Director shall issue a written decision which will be forwarded to the employee, the Chapter President, and the Local Business Agent of the UNION. The Executive Director (James Crawford) may increase, decrease or modify in any manner deemed appropriate, the penalty prescribed by the Hearing Officer. When a new Executive Director takes office, this provision will revert back to its present form.
- (e) All parties and witnesses present at the Hearing described in Section I (a) and (b) above shall be present when the Executive Director reviews the matter.
- (f) The employee or the UNION shall have the right to appeal any decision of the Executive Director to Arbitration as provided in ARTICLE IX.
- (g) In the event of an alleged serious offense, an employee may be suspended without pay pending the outcome of the charges. However, if the final decision is that the employee will not be terminated, he/she shall receive full pay for the period not covered by suspension as soon as the final decision is rendered. If, pursuant to the final decision, an employee is discharged, such discharge is effective as of the first day of suspension.
- (h) The hearing on interim suspension shall be held in accordance with the provisions outlined in (a) and (b) above. The Executive Director or his/her designee in the event of a scheduling conflict will hear all such cases involving interim suspension, and shall render a written decision to the affected employee and UNION within five (5) days of the close of the hearing.

**SECTION 2.** The following language outlines the disciplinary guidelines for employees in job titles that require a valid driver's license and who subsequently loose that driving privilege.

- a) An employee, who is in a job classification that requires a valid driver's license or CDL, and temporarily loses that license, shall have their base pay rate reduced by 5% and be removed from the overtime roster until their license is reinstated. An employee who loses their required license for more than one (1) year will be subject to further discipline up to and including termination.
- b) The Authority has sole discretion in determining if the loss of license affects the employee's ability to adequately perform his or her current job. If, in the opinion of the Authority, the employee cannot perform, the Authority has the right to temporarily reassign the employee to any position where the employee can adequately perform without the required license.

#### ARTICLE XI BENEFITS

The AUTHORITY agrees to maintain the existing Benefit Programs during the term of the Agreement, except as is explicitly provided herein.

#### SECTION 1. HOLIDAYS:

(a) Employees shall be paid for the following unworked holidays:

New Year's Day Martin Luther King Day Lincoln's Birthday President's Day Good Friday Memorial Day Independence Day Labor Day Columbus Day Veteran's Day Thanksgiving Day Day After Thanksgiving Day before Christmas Christmas Day

- (b) Employees in Tolls, Communications, Bus Management, Emergency Service Provider and the Count Room shall be paid for Holidays, and time worked on Holidays, on the day the Holiday actually falls. All other employees shall be paid for the Holiday even though no work may be required to be performed on such Holiday.
- (c) Holidays falling on a Sunday shall be observed on the following day. Holidays falling on a Saturday shall be observed on the Friday prior thereto. Observance of any Holiday may only be changed by mutual agreement between the UNION and AUTHORITY. Employees scheduled to work on the day the Holiday actually falls shall be paid as in Article XI, Section 1(b) above.
- (d) Effective October 30 of each year of the contract, employees shall be entitled to three (3) personal leave days with pay at the current rate of pay annually. Scheduled personal leave takes precedence over compensatory time.
- (e) In the event the President, Governor, or Legislature declares any regularly scheduled work day to be an alternate day off, all employees scheduled to work shall receive eight (8) hours of compensation at straight time or comp time as they prefer, subject to the limitations in Article III, Section 8. Any employee not scheduled to work shall also receive eight (8) hours or comp time as described in this subsection. This section distinguishes alternate days off from holidays.
- (f) Any Holiday designated by declaration of the President, the Governor, or the AUTHORITY, or adopted through Legislation, shall be treated as a Holiday.
- (g) Employees shall not be entitled to holiday pay unless they work their last scheduled day before and after the holiday, unless they are absent due to illness certified by a doctor or other absence approved in advance by the AUTHORITY.

#### SECTION 2. VACATIONS

- (a) Employees shall receive the following paid vacations, based upon their Seniority, from the date of permanent hire:
- (b) Employees presently in the Bargaining Unit who have an entitlement of additional days on the effective date of this Agreement shall be "grandfathered" in and shall be permitted to retain additional days.
- (c) All vacation time shall be selected and designated by each employee on or before June 30th, except for up to ten (10) days, which may be taken in any increment. Five (5) of such days must be used or scheduled by September 30th. Selection of vacation preference shall be by Seniority until January 31st. Thereafter, selection of vacation preference shall be in order of the request. Department Heads, however, shall require at least ninety (90) days notice of the periods selected by the employee to guarantee the time requested; otherwise, the Department Head may assign vacation periods by mutual consent of both parties.
  - (d) Employees may use two (2) days of their vacation entitlement in increments of two (2) hours or more at one time. Employees may use eight (8) days of their vacation entitlement in increments of four (4) hours or more at one time. Nevertheless, in all instances, a minimum of twenty-four (24) hours notice in advance must be given by an employee to be able to take hours off at the commencement of a shift. Five (5) Vacation days must be used or scheduled by September 30th. Single days may be taken only if the employee notifies his/her Department Head in accordance with each respective

Department's reporting procedures. Employees using more than a single day in one instance can do so upon providing one (1) week's written notice to his/her Department Head or upon mutual agreement. The balance of an employee's vacation entitlement must be taken in periods of not less than five (5) consecutive days, or, if such balance is less than five (5) days, whatever such lesser balance shall be.

- (ii) Vacation limits will be in the discretion of management based upon an assessment of staffing needs.
- (e) Vacations shall normally be taken in the calendar year in which they are earned however, the employee shall have the option to carry up to ten (10) days of vacation over into the next succeeding calendar year. If they are not so taken they will be lost. However, if a vacation or any part thereof is not taken or granted because of workload requirements as certified by the Department Head, such vacation or part thereof shall accumulate for the individual employee and shall be granted and may be taken only during the next succeeding year.
- (f) Employees who have been continuously employed by the AUTHORITY during any calendar year, and who are otherwise eligible, shall be entitled to their full vacation allowance should they terminate after September 15th. Other employees who terminate during the course of any calendar year will be entitled to a <u>prorata</u> share of the vacation allowance based upon the number of months actually worked. For this purpose, any employee terminated after the 15th of any month shall be considered as having been employed for the full month.
- (g) Employees, at their option, shall be paid their vacation paycheck for the weeks taken, prior to going on vacation. It is agreed that the employee shall give the AUTHORITY at least three (3) weeks advance notice, in writing, prior to vacation if he/she desires his/her vacation paycheck prior to leaving.
- (h) In lieu of time off, employees with vacation entitlement of fifteen (15) days or more may "cash-in" up to five (5) such days and work instead. In lieu of time off, employees with twenty-five (25) vacation days or more may "cash-in" up to ten (10) such days and work instead. Such "cash-in" check shall be paid, at the employee's option, either in conjunction with the week (or less) he/she works, or prior to the employee taking the balance of his/her vacation time off. The employee must give the AUTHORITY three (3) weeks prior written notice of his/her desire to "cash-in" such time.
- (i) Employees may call in a vacation day at any time provided adequate staffing is available at the employee's assigned location. The employee's supervisor shall make that determination.

#### SECTION 3. HOSPITALIZATION, SURGICAL & MAJOR MEDICAL PLAN

- (a) Except as otherwise provided for herein, AUTHORITY employees and their dependents shall be covered by a Medical Plan furnishing the same benefits as currently provided. The AUTHORITY shall enroll its employees and dependants at the end of the employee's contractual probationary period. The AUTHORITY may change insurance carriers only so long as the same or better benefits are provided to the employees and their dependents. The AUTHORITY shall enroll its employees and their dependents at the end of the employee's contractual probationary period and shall provide such coverage for the cost of a health benefits administrative fee described in section 3(c) below, exclusive of applicable deductible and co-payments.
- (b) The AUTHORITY may exercise an option to join the self-insured plan currently offered to fellow union members in IFPTE Local 196, Chapter 1 and IFPTE Local 194 of the New Jersey Turnpike Authority. This option is based on the understanding that the plan documents in existence between Local 196, Local 194 and the New Jersey Turnpike Authority in its current form, as of the ratification of this Agreement, would be the plan offered to SJTA members. If the AUTHORITY chooses to exercise this option, SJTA employees will be offered the same life insurance plan offered to Turnpike employees at the time of the transfer.
  - (c) Effective January 1, 2008, all current employees will be required to contribute towards a

health benefits administrative fee. The following annual amounts will be paid on a pro-rata basis, twice a month:

January 1, 2008 - \$600.00 January 1, 2009 - \$700.00 January 1, 2010 - \$800.00 January 1, 2011 - \$900.00

Employees who elect to waive out of SJTA coverage, subject to the terms listed in section (e) below, will not be required to contribute to a health benefits administrative fee.

- (d) The AUTHORITY'S out of Network Medical Plan, which includes Hospitalization, Surgical, and Major Medical Coverage shall include as follows, as applies under Blue Cross-Blue Shield Select Plan Document:
  - Ambulatory Care;
  - Second Surgical Opinion;
  - Major Medical deductible of two hundred fifty dollars (\$ 250.00) for the individual and family;
     and
  - co-insurance is to eighty/twenty (80/20), to four thousand dollars (\$4,000.00).
- (e) During the Term of this Agreement, the AUTHORITY shall provide to all eligible employees health insurance participation in:
  - A Health Maintenance Organization ("HMO") style plan with a five dollar (\$5.00) co-payment;
     and
  - A Preferred Provider Plan ("PPO").
- (f) The AUTHORITY will not provide a full indemnity plan. The AUTHORITY may also offer additional plans during the term of this Agreement so long as it maintains the above listed coverages and the new plans are of equal or better benefits to the plans lost.
- (g) At the time of Ratification of this Agreement, the HMO Plan will be U.S. Healthcare or HMO Blue, as it currently exists for Local 196 employees. The PPO will be Blue Select as was explained and disclosed during negotiations.

#### (h) Waive Out

- (i) Effective Janury 1, 2008, employees are no longer entitled to payment for waiving out of health care coverage, except as follows:
  - Employees receiving waive out payments as of January 1, 2008 and who
    continuously waive out of coverage, shall have waive out payments calculated as
    follows:
    - i. Through June 30, 2008, 50% of the actual amount saved, as a result of the employee not participating in the Authority's health insurance plans.
    - ii. From July 1, 2008 through June 30, 2009, 45% of the actual amount saved, as a result of the employee not participating in the Authority's health insurance plans.
    - iii. From July 1, 2009 through June 30, 2010, 40% of the actual amount saved, as a result of the employee not participating in the Authority's health insurance plans.
    - iv. From July 1, 2010 through June 30, 2011, 35% of the actual amount saved, as a result of the employee not participating in the Authority's health insurance plans.

- v. From July 1, 2011 through the remainder of this contract, 25% of the actual amount saved, as a result of the employee not participating in the Authority's health insurance plans.
- vi. In the event that an Authority employee who is eligible for coverage under another Authority employee's medical plan is receiving waive out payments, effective July 1, 2008, those payments shall be immediately reduced to 25% of the actual amount saved as a result of the employee not participating in the Authority's health insurance plans.
- b. In the event that the Authority becomes self-insured for their health care plans, the waive out amounts for employees who are still eligible for payment will be based on a flat dollar amount as follows:
  - i. \$1,500 for single coverage
  - ii. \$2,500 for husband/wife or parent/child coverage
  - iii. \$3,500 for family coverage
  - iv. Authority employees who are eligible for coverage under another Authority employee's medical plan and are receiving waive out payments at the time the Authority becomes self-insured, will no longer be eligible for waive out payments.
- c. The Authority reserves the right to verify proof of comparable insurance at the time of open enrollment and at the time of each quarterly payment. With sufficient proof, employees may only continue to receive waive out payments at the coverage level for which they are eligible.
- d. If an employee opts back into the SJTA's plan during open enrollment, they will no longer be eligible for waive out payments.
- (ii) Each employee electing to waive out of the SJTA's coverage must provide proof of comparable insurance at the time of open enrollment and at the time of each quarterly payment. Employees may opt back into the SJTA's plan during open enrollment or if the employee becomes ineligible for insurance due to a life event.
- (iii) All rights to the waive out benefit payment cease upon the death of the first spouse to die and the surviving spouse shall thereafter only be eligible for enrollment in the AUTHORITY's Health Benefit coverages.

#### SECTION 4. PRESCRIPTION DRUG PLAN

The AUTHORITY provides a Prescription Drug Plan with a \$10.00 co-pay for brand name drugs and a \$5.00 co-pay for generic drugs. The prescription co-payment for mail order will remain at zero (0) during the term of this Agreement. In the event that the AUTHORITY exercises its rights under Section 3 (b) listed above, AUTHORITY employees will enjoy the prescription benefits currently offered to fellow union members in IFPTE Local 196, Chapter 1 and IFPTE Local 194 of the New Jersey Turnpike Authority.

#### **SECTION 5. DENTAL PLAN**

(a) AUTHORITY employees and their dependents shall be covered by a Dental Plan. Such Dental Plan shall include coverage benefits, payments and services as outlined in the New Jersey Dental Service Plan - Expressway Program No. 2. The AUTHORITY may change the insurance carrier now providing such Dental Plan, only if any new Dental Plan provides the same or better benefits to the employees and their dependents. The AUTHORITY shall enroll its employees and their dependents in such Dental Plan at the end of the employee's contractual probationary period and shall provide such coverage without cost.

- (b) Local 196 employees shall receive reimbursement for the dental services afforded under the 1992-95 Labor Agreement in amounts not to exceed the following:
  - (i) 50% of Orthodontic care up to a maximum of \$2,000.00 lifetime (per patient); and
  - (ii) 100% of Basic Dental Care up to a maximum of \$2,000.00 per year (per patient).

#### SECTION 6. VISION CARE PROGRAM

AUTHORITY employees and their dependents shall be covered by a Vision Care Program. Such program shall include coverage benefits, payments and services as outlined in the AUTHORITY's Vision Care Plan as distributed with this Contract.

The payments for benefits and services outlined in the AUTHORITY's Vision Care Plan shall be as follows:

# SCHEDULE OF BENEFITS Maximum Amount

Eye Examination	\$80.00	
Lenses (Pair)		
Single Vision	80.00	
Bifocal	80.00	
Trifocal	80.00	
Lenticular	130.00	
Contacts	100.00	
Frames	100.00	

# SECTION 7. TEMPORARY DISABILITY BENEFITS PLAN

#### (a) **Purpose**

The purpose of this Plan is to provide certain pay continuation benefits for eligible employees who have exhausted their accumulated Sick Leave Benefits and are absent from work because of a disability due to sickness or an accident.

#### (b) **Definitions**

The Plan shall be known as the Temporary Disability Benefits Plan of the AUTHORITY. For convenience, it is hereinafter referred to as the "Plan." Unless otherwise required by the context, the following defined terms hereinafter printed shall control:

- (i) "AUTHORITY" shall mean the South Jersey Transportation AUTHORITY.
- (ii) "Disabled" shall refer to the conditions of a permanent employee found to exist under the provisions of Section 7(f).
- (iii) "Permanent employee" shall mean an individual who is employed by the AUTHORITY for work on a regular schedule of hours per week for an indefinite period. A part time, temporary, or seasonal employee, shall not be deemed a permanent employee.
- (iv) "Service credit" shall mean the sum of all time a permanent employee has worked for the AUTHORITY.

(v) "Weekly base pay" shall mean a permanent employee's regular salary or wage at a weekly rate, excluding overtime, bonuses, living or other allowances and payments under certain AUTHORITY benefit plans as determined by the AUTHORITY for the employee's last regularly established work schedule during which the employee performed services prior to his/her disability. If the employee is paid other than at a weekly rate, his/her regular salary or wage shall be converted to a weekly rate in accordance with rules prescribed by the AUTHORITY.

# (c) Eligibility

This Plan shall apply to permanent employees of the AUTHORITY during absence from work because of disability due to non-occupational injury or illness, provided such employees on and after the effective date of this Plan:

- (i) (A) Have completed at least six (6) months of continuous service if hired prior to October 29, 1989;
  - (B) Effective October 30, 1989 For new employees hired after October 30, 1989, the Plan shall apply to such permanent employees if they have completed at least thirty-six (36) months of continuous service.
- (ii) Employees must have accrued to their credit and remaining in the "bank" at least ten (10) days of his or her accumulated Sick Leave Benefits. Employees who were or are involved in a verifiable long-term illness or pregnancy are excluded from this requirement;
- (iii) Are found and continues to be disabled in accordance with the provisions of Section 7(f);
- (iv) Are not a part time, temporary or seasonal employees; and
- (v) Have completed a five (5) scheduled work day waiting period without pay, unless hospitalized.

The actual time at which a permanent employee shall be deemed to be disabled shall be determined in accordance with the provisions of Section 7(f).

#### (d) Computation of Benefits

- (i) A benefit year is the fifty-two (52) week period commencing with the first (1st) full scheduled work day of absence following the exhaustion of paid sick leave benefits. An employee who is assigned a benefit year and receives Temporary Disability Benefits of twenty-six (26) weeks will not be eligible for additional disability benefits until the expiration of the assigned benefit year or return to active service for ninety (90) days, whichever is later.
- (ii) The benefit rate is seventy-five percent (75%) of the employee's regular base wage or salary for twenty-six (26) weeks in a benefit year.
- (iii) Benefits payable due to pregnancy shall be limited to six (6) weeks unless a greater length of time is ordered by a physician and, in this case, benefits shall be limited to twenty-six (26) weeks.

# (e) Waiting Period

(i) Temporary Disability Benefits are payable to permanent employees during absence from work because of disability due to non-occupational injury or illness. Temporary

Disability Benefits are payable to a permanent employees (excluding part-time, temporary and seasonal employees) who have completed six (6) months of continuous service if hired before 11/29/89, and to permanent employees who have completed thirty-six (36) months of continuous service if hired after 11/30/89, and who have completed a five (5) scheduled work day waiting period without pay, unless hospitalized.

- (ii) Saturdays, Sundays and other non-work days will be counted as days absent, only after the waiting period has been satisfied, or they were scheduled work days for an employee. A new waiting period shall be applied to each period of absence in an assigned benefit year if an employee has returned to active service for at least five (5) consecutive working days, following an absence covered under this Plan. Hospitalization or twenty (20) continuous days of sick absence prior to eligibility for Temporary Disability Benefits removes the five (5) day waiting period, but only for the disability absence period during which the hospitalization or said twenty (20) day period has occurred. Hospitalization is any admission and confinement to a hospital bed for more than twenty-four (24) hours.
- (iii) Temporary Disability Leave Vacation Substitution Employees are eligible to substitute one week vacation time for the temporary disability leave waiting period.

#### (f) Sickness and Accident Disability

#### (i) **Definition**

For purposes of this Plan, a permanent employee shall be deemed disabled if he/she is absent from work by reason of his/her own sickness or accident, and whose absence for such reason has AUTHORITY approval. An employee absent from duty because of disability must notify his/her immediate Supervisor prior to going on such disability and may not receive benefits for any time prior to such notice, unless delay in notifying his/her immediate supervisor of his/her disability is shown to have been unavoidable. If a dispute arises as to the diagnosis of an injured employee, the employee and the AUTHORITY will each submit a list of five physicians from which they would like to obtain a third (3rd) opinion. If there is a match on the list submitted, that doctor will be selected to perform the examination for the third (3rd) opinion. In addition, disputes as to the interpretation and application of the temporary disability policy shall be subject to the parties grievance procedure

#### (ii) Denial and Discontinuance of Benefits

- (A) Benefits otherwise available to an employee under this Plan shall be denied, and may at any time be denied or discontinued by the AUTHORITY, if any of the following occurs:
  - (1) It finds said employee unreasonably refuses, prevents or hinders medical examinations as may be required by the AUTHORITY from time to time:
  - (2) An employee fails to make disclosure of all information requested by the AUTHORITY or its representatives as to any relevant matter concerning his/her physical and/or mental condition;
  - (3) It finds an employee unreasonably refuses or neglects to take proper care of himself/herself, or to obtain and follow the medical advice of a physician duly licensed to practice medicine;
  - (4) An employee goes on an approved leave of absence, without pay;

- (5) An employee is found not to be disabled as herein provided;
- (6) An employee is found to be employed for wage, profit or gain for any employer other than the AUTHORITY; and
- (7) An employee resigns or is terminated for cause.
- (B) No employee shall receive benefits hereunder if his disability shall be found to be a result of any of the following causes:
  - (1) Chronic alcoholism or use of stimulants, drugs or narcotics, except as prescribed by a physician;
  - (2) Committing unlawful acts;
  - (3) Fighting, wrestling, scuffling, or injuries received in any brawl, unless such incidents were due to acts of self-defense;
  - (4) Attempting to bring about the injury, illness or disability of the employee or another person;
  - (5) Venereal disease not under regular observation or treatment by a physician;
  - (6) Attempted suicide;
  - (7) Act of warfare, hostile act of a foreign power or any sabotage, unless this provision is waived by the AUTHORITY; and
  - (8) Being engaged in some other business or occupation for profit.
- (C) Benefits otherwise available to any employee under this Plan shall lapse so long as any strike or job action is in progress against the AUTHORITY.

#### (iii) Administrative Decisions

- (A) In all questions regarding the degree of disability or the duration of same, the written medical opinion of the AUTHORITY physician will prevail.
- (B) In the application of this Plan, the records of the AUTHORITY shall be conclusive in determining an employee's length of service benefit eligibility and wage or salary. Benefits provided under this Plan are non-assignable.
- (C) An employee who applies for and receives Temporary Disability Benefits pay if not entitled thereto may be subject to disciplinary action at the discretion of the AUTHORITY and, in addition, will be liable for the return of all monies improperly received.
- (D) The AUTHORITY may, at its discretion, in cases of special hardship or dire circumstances, waive an eligibility requirement, however, this will not establish a precedent for any other case, even a similar case.

# (iv) Paid Sick Days

(A) Employees will not accrue paid time off benefits while on Temporary Disability, but their seniority shall continue to accrue during the first nine (9) months of such leave.

#### (g) Deductions on Account of Other Disability Payments

In the event of recovery of money damages for loss of earnings by an employee against any person other than the AUTHORITY in connection with any disability for which payments have been made under this Plan, the employee shall reimburse the AUTHORITY for such payments to the extent such recovery permits. The acceptance of any benefit hereunder shall be deemed evidence of employee's agreement to make such reimbursement.

#### (h) General Rules

#### (i) Employment Non-contractual

The AUTHORITY may terminate the employment of any employee as freely and with the same effect as if this Plan were not in operation, provided, however, that a disability benefit to which such employee is entitled under this Plan shall not be denied by such termination.

#### (ii) AUTHORITY Records

AUTHORITY records concerning an employee's length and continuity of service and weekly base pay shall be conclusive.

# (iii) Benefits Non-assignable

It is a condition of all benefits payable hereunder that same shall not be assignable or transferable, in whole or in part, either directly or by operation of law or otherwise, including, but without limitation, execution, levy, garnishment, attachment, pledge, receivership, devolution by death or in any other manner. It is an express condition of this Plan that the payments made or provided for herein shall not be or become a part of the estate of an employee in any manner whatsoever.

# (i) Administration of Plan

#### (i) Local Administration

The Plan shall be administered under the directions of the Commissioners of the AUTHORITY by local management appointed by the Commissioners.

#### (ii) Legal Interpretation

The text of this Plan shall control and the headings of the Articles and Sections are for reference purposes only and do not limit or extend the meanings of any of the Plan's provisions. Any interpretation of the Plan by General Counsel of the AUTHORITY shall be conclusive as between the AUTHORITY and its employees and may be relied on by all parties in interest.

#### (iii) Acceptance of Provisions of Plan

Any disabled employee claiming benefits under this Plan shall be deemed to accept and agree to all provisions of the Plan.

# (j) Modification and Termination

Any termination, modification, or suspension of this Plan, in whole or in part, and the application of such termination, modification or suspension to existing as well as future employees, shall be accomplished by mutual consent of the AUTHORITY and the UNION representing the employees. However, a benefit which is being paid under this Plan shall continue to be paid in

accordance with the Plan as it was in effect at the occasion of the disability of the employee involved.

#### (k) **Effective Date**

This Plan shall be effective on and after October 30, 1986, and the terms hereof shall apply to all employees as of that date, except as otherwise modified herein.

#### SECTION 8. COVERAGE AFTER RETIREMENT

(a) When an employee retires from the AUTHORITY, having at least fifteen (15) years of full-time seniority and is qualified to immediately receive pension payments under the New Jersey Public Employees Retirement System ("PERS"), the AUTHORITY shall provide the employee and his/her spouse with all prior health benefits enjoyed as a regular employee, including Dental, Prescription Drug, and Vision Care coverage. Effective October 30, 1993, employees must have at least twenty (20) years of full-time seniority and be qualified to then immediately receive pension payments under PERS before being qualified for coverage as set forth above. Effective August 1, 2007, When an employee retires during the term of this contract from the Authority, having at least twenty (20) years of full time service with the SJTA or a predecessor authority or having twenty-five (25) years or more service credited under the New Jersey Public Employees' Retirement System ("PERS") and is qualified to immediately receive pension payments under PERS, the Authority shall provide the employee and his/her spouse and dependants with all prior health benefits enjoyed as a regular employee, including Dental, Prescription Drug, and Vision Care coverage at no cost.

All employees as of October 30, 1992, not having the necessary service/age requirements as revised hereunder, are "grandfathered" under the old contract language, during the life of this contract. All Health Benefits, Dental, Prescription Drug and Vision Care coverages shall be provided to retirees, their spouse, and dependants without cost. Such coverage shall be applied to both past retirees and to employees who retire after the effective date of this Agreement.

- (b) The Authority requires that anyone who has retired and is eligible for Medicare must enroll in the Medicare Part B in order to be covered under the retiree group health benefit program. Employees must submit proof of enrollment in Medicare Part B and Employees will be reimbursed for the cost of their Premium
- (c) The Authority may exercise an option to transfer Medicare eligible Retirees and any Medicare eligible spouse or dependents to a health insurance plan specifically designed to supplement Medicare coverage. Such a plan would be designed in a manner that, when combined with Medicare provides coverage that is the same or better than the coverage provided to retirees not yet eligible for Medicare. The Authority agrees to meet with representatives of Local 196 prior to implementing any change in coverage as described above.
  - (d) Pension and Life Insurance Program is provided through the PERS.

#### SECTION 9. COVERAGE IN THE EVENT OF DEATH.

For the purpose of this Section, Retiree is an employee qualified to receive a pension under PERS. Health benefits provided hereunder, including Medical Coverage, Dental Coverage, and Prescription Drug and Vision Care Coverage, shall be continued for the surviving spouse and eligible dependents, including the surviving spouse and eligible dependents of retirees, in the event of the death of any employee or retiree, at such contribution or copayment cost as may be applicable to then current employees, for the following periods

- (a) Employee/Retiree with less then ten (10) years of service one (1) year coverage;
- (b) Employee/Retiree with more than ten (10) but less then fifteen (15) years of service two (2) years coverage;
- (c) Employee/Retiree with more than fifteen (15) but less than twenty (20) years of service five (5) years coverage; and

- (d) Employee/Retiree with twenty (20) or more years of service ten (10) years coverage.
- (e) Such coverages shall terminate as set forth above or upon spouse's remarriage, whichever occurs first. Such coverages shall be applied to both past recipients and to eligible recipients after the effective date of this Agreement. When an employee is killed through a traumatic event on the job, that employee's surviving spouse and eligible dependents shall receive the coverages outlined herein for a period of ten (10) years from the date of death. There shall be no service requirement, but all coverages shall cease upon the spouse's remarriage.

# SECTION 10. PAID SICK DAYS

(a) Each employee, shall receive fifteen (15) paid sick days per year. Upon hire, an employee shall receive a pro-rated share of paid sick days corresponding with the amount of time remaining in the calendar year. At the start of each new year that the employee works for the AUTHORITY he or she earns an additional fifteen (15) paid sick days. "Each new year" means the calendar year not the employee's anniversary year with the AUTHORITY. An employee may accumulate all of his or her paid sick days during the term of employment with the AUTHORITY. Sick time cash-in shall continue pro-rated.

Employees hired after 7/31/03 shall receive three (3) paid sick days per quarter the first year of employment, twelve (12) paid sick days the second year and 15 paid sick days after 3 years of employment.

- (b) Any employee who resigns in good standing, or retires but is not eligible to receive pension payments under PERS, shall receive payment for unused sick leave at the rate of fifty percent (50%) of his/her present salary for the first one-hundred fifty (150) days of accumulated sick leave. Employees who retire and are eligible to receive pension payments under PERS shall receive payment for unused sick leave at the rate of seventy-five percent (75%) of their present salary for the first one-hundred fifty (150) days of accumulated sick leave. All employees who resign in good standing, or retire, shall receive one-hundred percent (100%) of their present salary for all accumulated sick leave in excess of one-hundred fifty (150) days. This payment will also be made upon disability retirement, and if the employee dies while working for the AUTHORITY the payment will be made to his/her estate.
  - (c) Unless otherwise provided by Statute, Regulation, or Law;
    - (i) Effective and retroactive to October 30, 1992, employees shall have their sick leave cashin capped at \$17,500.00.
    - (ii) Current employees as of October 30, 1992 who may have already accrued an amount in excess of \$17,500.00, who may retire (either under PERS or not) or who resign in good standing prior to expiration of this newly negotiated collective bargaining agreement are "grandfathered" in at the November 1, 1992 rate of pay which shall apply in determining cash-in value of sick days accrued. If time is cashed-in, any such employee shall be capped at \$17,500.00 or the level to which they have now decreased, whichever is greater. In such cases, under no circumstances can they cash in any additional sick leave in excess of \$17,500.00 or the level to which they decreased, whichever is greater.
    - (iii) The sick time cash-in shall continue as with the former contract for those employees eligible for more than \$17,500.00 in 1992, unless their sick leave value shall fall below their current level.
    - (iv) New employees hired after January 1, 1997, shall not be eligible for payment of accumulated sick leave who resign in good standing, unless they have a minimum of ten (10) years of service with the SJTA.
- (d) Sick leave is to be used only in the event of illness to the employee, except, in the event of illness to the spouse or domestic partner, parents, or children (to be substantiated, if required), the employee may use his/her sick leave as excused absence for no more than fifteen (15) days in one year. The number of days may be

increased on a case-by-case basis at the discretion of the Executive Director. The granting of additional days shall not be unreasonably withheld. In cases of chronic absenteeism, or when certain patterns of absenteeism are developed by an employee, his/her Supervisor may require a physician's report or other justification relating to these patterns of chronic absences for purposes of determining possible disciplinary action or dismissal.

(i) Employees may cash-in 10 sick days per year if they have accumulated at least 30 days in the sick bank.

#### SECTION 11. SUPPLEMENTAL WORKER'S COMPENSATION PLAN.

(a) The AUTHORITY shall provide a Supplemental Worker's Compensation Plan. The benefits under this Plan shall be payable for work absences due to occupationally incurred injuries or illness. If the employee's net pay exceeds the worker's compensation benefits to him/her, the AUTHORITY shall pay the difference between the net pay and the worker's compensation, exclusive of any PERS loan. The period of such payments shall be based upon the employee's length of permanent service with the AUTHORITY as indicated in the schedule below:

Calendar Year	At Full Pay
1st year or fraction thereof	
2nd and 3rd year	
4th, 5th, 6th, 7th, 8th and 9th year	
10th, 11th, 12th, 13th and 14th year	1 0
15th year and up	

(b) For new employees hired after October 30, 1989, the following Supplemental Worker's Compensation Plan shall apply:

Length of Service	Number of Weeks
Calendar Year	
1st year or fraction thereof	
2nd and 3rd year	
4th, 5th, 6th, 7th, 8th and 9th year	
10th, 11th, 12th, 13th and 14th year	
15th year and up52	

- (c) Such payments shall be made to the employee for the period during which worker's compensation payments are allowed, but for not longer than the payment schedule set forth above. In the event it is determined that the employee's injury or illness is not job related, then any such payments made by the AUTHORITY shall be charged against accrued sick leave or future sick leave, in order to reimburse the AUTHORITY for the funds advanced.
- (d) Benefits payable under this plan are separate and distinct from those described in the Temporary Disability Benefits Plan. Employees attending Worker's Compensation Court shall be paid for the day to a maximum of two (2) such days in a calendar year. An employee receiving an award from Worker's Compensation Court shall not be required to assign the award over to the AUTHORITY.
- (e) The AUTHORITY shall have the right, but not the obligation, to assign employees injured in the line of duty to perform other jobs at the AUTHORITY which they are capable of performing ("light duty") until such time as they are able to return to their original job. If an employee refuses light duty, that employee forfeits the right to receive Supplemental Workers Compensation benefits.

## SECTION 12. LEAVE OF ABSENCE POLICY.

(a) For Jury Duty, the AUTHORITY will continue full salary when an employee is serving on scheduled work day(s) and when subpoenaed as a witness to court, during which time the employee is not expected to work. Verification of actual days served must be submitted to the Payroll Department.

- (b) Employees who are required to appear in court concerning AUTHORITY business during non-work days and/or non-work hours will be paid for their time. If their appearance falls on straight time hours, employees will be reimbursed hour for hour at their regular rate. If their appearance time falls during an overtime period, they will be paid the overtime rate.
- (c) For service in the National Guard or any Military Reserve, the AUTHORITY will continue full salary in exchange for reimbursement by the employee to the AUTHORITY of his/her or her military pay up to three (3) weeks per year.
  - (d) (i) The AUTHORITY will continue the practice of considering granting a leave of absence, without pay, up to a period of six (6) months, for employees with at least two (2) years service. The leave of absence granted will be reduced by the amount of any FMLA leave taken in the preceding twelve (12) months or FLA leave taken in the preceding twenty four (24) months. If the reason for the leave of absence would also entitle the employee to a leave of absence under the FMLA or the FLA, the employee's entitlement to a leave under either or both statutes, as applicable, will be reduced by the length of the leave of absence granted hereunder. During such leave of absence, the employee shall accumulate Seniority. When an employee fails to report to work at the end of his/her leave of absence, he/she may be deemed by the AUTHORITY to have terminated his/her employment unless the employee has, within five (5) working days prior to the scheduled return date, applied for an additional extension of his/her leave. If the reason for the leave request qualifies for leave under the FMLA and/or the FLA, the leave entitlement under either or both of those statutes, as applicable, shall be reduced by the amount of leave granted hereunder. Employees who are granted an extension beyond the initial six (6) month leave of absence shall be required to pay the premiums for their continued health insurance coverage unless the time also qualifies as FMLA and/or FLA leave and the employee has not exhausted all leave entitlement under the applicable statute, in which case the AUTHORITY will continue to pay the health insurance premiums while FMLA and/or FLA leave is being applied. Employees shall not accrue seniority after nine (9) months of leave.
    - (ii) Should the AUTHORITY deny the employee's request for an extension, it shall so notify the employee by certified mail (return receipt requested). Upon receipt of the certified letter, the employee shall have three (3) working days to return to work. Request for a leave extension shall not be unreasonably denied by the AUTHORITY. Five (5) days prior to the employee's scheduled return from leave, the AUTHORITY shall send a certified letter (return receipt requested) reminding the employee of such return date.
    - (iii) The AUTHORITY has the sole discretion to grant a leave of absence.
- (e) A maternity leave of absence shall be granted for a period of up to six (6) months from the date requested by the pregnant employee and Seniority shall accumulate during said period. Disability due to pregnancy or child birth shall be treated the same as illness and covered by the same benefits therefore as outlined in this Agreement in compliance with Federal Law.

#### SECTION 13. SUPPLEMENTAL ALLOWANCES

- (a) A supplemental meal allowance of fifteen dollars (\$15.00) for employees in the Maintenance Department required to work at least four (4) hours of an overtime period during an emergency and an additional fifteen dollars (\$15.00) meal allowance for each six (6) hours after the original four (4) hour period if not a normal work day.
- (b) Half-price Meals If the AUTHORITY and the rest area food services enter into a contract wherein the food services agree that AUTHORITY employees will be given half-price meals, that benefit will also apply to Bargaining Unit employees.

- (c) Maintenance employees who are required to report for work during an ice and snow storm (other than their regular shift) will receive an additional one (1) hour of overtime compensation pay for their travel time. Such compensation shall be in addition to their regular overtime for hours worked.
- (d) Maintenance and shop employees shall, at all times, have access to OSHA approved safety glasses while performing their duties.
- (e) Employees required by supervision to use their personal vehicles during working hours shall be compensated at the rate of thirty cents (\$0.30) per mile, or the prevailing IRS rate, whichever is higher, and shall receive reimbursement in the next succeeding paycheck.
- (f) Effective August 1, 2008, in the event that the Governor of New Jersey declares a statewide State of Emergency, whereby citizens are ordered to stay off the roadways in New Jersey, employees on duty and those who come to work on their shift or on overtime after the declaration is made will receive a \$75.00 bonus for each day of work.

#### **SECTION 14. UNIFORMS**

Employees shall be entitled to the following uniform benefits:

- (a) Work shoe allowance for Maintenance, Tolls, Toll Repair, Crafts, Emergency Service Provider, Parking and Bus Management of One Hundred (\$100.00) Dollars per Contract Year payable at or around the pay period prior to July 31.
- (b) One winter jacket and one spring jacket will be provided to Maintenance, Crafts, Tolls, Toll Repair, Emergency Service Provider Parking, and Bus Management persons once e very three years. The AUTHORITY shall determine the color and style of all jackets.
- (c) Six (6) shirts will be provided each year to Maintenance, Tolls, Toll Repair, Crafts, Bus Management, Communications Operators, Emergency Service Provider Parking, and Count Room employees, either long or short sleeve in any combination selected by the employee. Maintenance, Toll Repair, and Crafts shall also receive five (5) t-shirts each year. The AUTHORITY shall determine the color and style of all shirts.
- (d) Each year, four (4) pairs of pants will be provided to employees in Maintenance, Crafts, Emergency Service Provider and Toll Repair and three (3) pairs of pants to employees in Tolls, Bus Management, Parking and State Police Dispatchers.
- (e) In the event any part of an employee's uniform is damaged during performance of their work, replacement of the damaged item shall be permitted. However, if the damage is caused by negligence attributable to the employee, said replacement shall not be mandated. Replacement of clothing required by a size change shall be permitted once during each calendar year upon approval of the need for replacement by management. In order to receive a replacement uniform, the employee must first turn in the uniform the employee is seeking to have replaced.
- (f) Smocks, coveralls and painter's pants shall be available at each maintenance yard for use, on an as-needed basis, by any employee who works with open flames, grease, solvents, contaminants and other chemicals.
- (g) The AUTHORITY agrees to provide hats to all Maintenance, Tolls, Toll Repair, Crafts, Emergency Service Provider, Parking and Bus Management employees. The AUTHORITY shall determine the color and style of all hats.
- (h) All employees must wear the uniforms provided by the AUTHORITY, while on duty or other clothing which can be purchased through the AUTHORITY. Employees will be allowed to wear their uniforms to and from work at their option. Employees who repeatedly report to their job assignment out of uniform may be

subject to disciplinary action. Effective upon the issuance of uniforms, employees who report to their job assignment out of uniform will not be permitted to work.

(i) Effective upon the signing of this Agreement, the AUTHORITY will pay a cleaning allowance of:

\$50.00 as of July 1, 2003 \$75.00 as of January 1, 2004 \$75.00 as of July 1, 2004 \$75.00 as of January 1, 2005 \$75.00 as of July 1, 2005 and \$100.00 as of each January and July thereafter

(j) Uniforms will be issued annually on or about March 1 of each year. If the SJTA currently has rental of uniforms for other units, it will agree to rental for mechanic pants only – with elimination of ½ of the cleaning allowance.

#### SECTION 15. EDUCATION ASSISTANCE PROGRAM:

- (a) The SJTA will provide tuition up to the Rutgers the State University per credit cost.
- (b) Employees shall be allowed to take up to six (6) credits per semester.
- (c) The benefits provided to any employee pursuing a degree or certification in a field approved by the Department Manager, in advance, in writing, for tuition and fees, for any approved course in which the employees has received a "C" grade or better, up to a maximum of 6 credits per semester, \$2500 per year. There shall be no reimbursement for courses taken on a pass/fail basis. All expenses must be documented. The courses shall be scheduled so as not to interfere with the employee's regular work schedule or regular overtime requirements.

#### **SECTION 16. SPECIFIC TERMS OF PLAN DOCUMENTS:**

The SJTA will make official plan description material available for all the benefits described above, upon request, to all employees.

#### ARTICLE XII WORKING CONDITIONS

#### **SECTION 1.**

- (a) The AUTHORITY and UNION agree to cooperate in providing measures which will continue to make employees' working conditions and surroundings pleasant.
- (b) The UNION agrees that all employees shall care for and make proper use of all clothing, material, tools, equipment and supplies furnished by the SJTA.
- (c) The SJTA agrees to provide shirts, ties, hats and jackets, where applicable, to all employees. All employees are expected to wear the uniform for this position as set by the Uniform Committee. Any negotiable matter set by the Uniform Committee must first be negotiated with the UNION.
- (d) All maintenance employees, while on duty, must wear the uniform, clothing and safety equipment that are provided by the SJTA.

#### **SECTION 2.**

- (a) Employees, whenever possible, shall be assigned work within their Job Classification. In no event shall an employee be assigned work of a higher Classification when another employee of the higher Classification is available to do the work at their bid location.
- (b) Except for emergency situations of two (2) days or less, no employee shall be required to be moved from their bid work location.
- (c) The SJTA will provide the UNION with at least one (1) week's notice of any special or priority projects which will require assignments of more than two (2) working days at a non-bid location.
- (d) In the event an employee must be assigned to an alternative work site for more than two (2) days, the employee must provide the AUTHORITY with no less than forty-eight (48) hours notice that he or she will report directly to the alternative site. Otherwise, the employee shall report to his or her regular bid location.
- (e) Except when such time is being used to instruct an employee in the duties of a higher Classification rating. Such training instruction shall be paid in accordance with ARTICLE VIII, Section 2.
- (f) In the event of a temporary absence of a Toll Supervisor or Supervisor in Bus Management, for which Management determines it is necessary to fill such position, and elects to do so from employees within the Bargaining Unit, then Management shall assign the most senior, permanent and trained Toll Collector or Bus Management employee on duty to fill in as Acting Supervisor in their division.
- (g) In the event of a temporary absence of a Foreman in Maintenance or Engineering, for which Management determines it is necessary to fill such position, and elects to do so from employees within the Bargaining Unit, then Management shall assign the most senior, permanent and trained Maintenance or Engineering employee on duty to fill in as Acting Foreperson in their division.
- (h) When Bargaining Unit employees temporarily fill such Management positions, as outlined above, they shall be paid 90% of the top rate of the higher job classification, or the rate of their own classification, whichever is greater.
- (i) Acting Toll Supervisor shall be scheduled according to Seniority at their base Plaza except in the event of a permanent position, or in the event of extended illness of thirty (30) days or more. If an employee is not at work for any reason other than a scheduled day off, he or she is "unavailable". Unavailable employees will not be called for acting supervisor.

- (j) Toll Collectors who are on the list of eligible Supervisors will be paid the Supervisor's pay rate if they are passed over as acting Supervisor.
- (k) In the event of the absence of a higher-rated employee, such higher-rated work shall be offered to employees of the Classification directly below that of the higher-rated position based upon Seniority and ability to do a satisfactory job. Such senior employees asked may refuse, but not the junior most employee.
- (l) Employees required to perform the duties of a higher rated Classification shall be paid at the higher rate for such period(s) as he/she is performing the work. It is agreed that such higher-rated work in the Bargaining Unit shall be offered to the employees of the Classification directly below that of the higher-rated position based upon Seniority and ability. Such senior employees asked, may refuse, but not the junior most employee. Employees required to perform such duties at the higher rated work classification shall be paid a minimum of four (4) hours at the higher rate of pay. Nothing in this section shall be construed as authorization for payment for hours not actually worked.
- **SECTION 3.** All employees shall be required to strictly comply with all safety rules and practices, wear all required safety clothing and equipment, use all machinery in accord with established safety procedures, and promptly notify their supervisor of any workplace injuries and hazardous safety conditions, including unsafe practices by other employees. Violations of this policy will result in discipline.
- **SECTION 4.** No employee shall be required to perform work other than that set forth in his/her particular job description. Each employee shall be responsible to his/her immediate Supervisor, Office Manager, Foreperson or person in charge of his/her work assignment, except in cases of emergency.
- **SECTION 5.** Employees shall be subject to the SJTA Personnel Policies Manual ("Manual"). In the event of conflict in language or intent, the terms of this Agreement shall supersede. Further, parties agree that management will make every effort to discuss matters that impact UNION personnel with UNION officials before implementation.

## **SECTION 6.**

- (a) Work of a routine nature shall be shared equally by all employees of a given Job Classification, and no employee shall be discriminated against in the assignment of work within his/her classification.
- (b) Weekend duty in the Maintenance Department will commence Memorial Day Weekend through Labor Day Weekend and will be rotated, by Seniority, among Maintenance persons at the Level #4 Classification.
- **SECTION 7.** Toll Supervisors shall be required to collect tolls only in emergencies. An emergency includes any unexpected surge of traffic that creates a back-up of congested traffic. A Supervisor must be present when Toll Collectors are working at the Egg Harbor and Pleasantville Toll Plazas.
- **SECTION 8.** Toll employees shall receive two (2) fifteen (15) minute relief breaks (exclusive of travel time). Such breaks shall be taken only as follows: one (1) break shall be taken before lunch, and one (1) break shall be taken after lunch.
- **SECTION 9.** Effective July 1, 2008, permanent and retired employees are no longer eligible to receive free passage for personal use of the Expressway. Proximity cards and E-ZPass may be utilized on Expressway without charge to the employee for SJTA business purposes only.

#### **SECTION 10.**

(a) Toll employees shall receive a thirty (30) minute paid lunch period. Maintenance and Office employees shall receive a sixty (60) minute paid lunch period.

- (b) Communication Operator's work days shall include a one-half (½) hour paid lunch, which shall be scheduled by the AUTHORITY. This lunch period, insofar as possible, should be uninterrupted, but can be shortened, canceled, or interrupted in the event emergency circumstances arise. In the event a Communication Operator's lunch period is interrupted, such employee will be entitled to the same amount of time off equal to the time of the interruption (i.e., comp. time at straight time). Such time shall be taken off within the shift that the interruption occurred, and will be taken adjacent to remaining time in the lunch period.
- (c) ITT and Engineering and Operations Department employees shall receive a fifteen (15) minute paid wash-up/uniform change which shall be taken fifteen (15) minutes prior to the end of their scheduled workday. If on overtime, an additional fifteen (15) minutes paid wash-up/uniform change time will be granted.
- **SECTION 11.** An employee who is absent from work because of the death or funeral of his/her spouse, child(ren), or step-child(ren) will be compensated for such time lost up to a maximum of five (5) days paid for each such instance. Likewise, employees absent from work shall be compensated for such time lost up to a maximum of three (3) days paid because of the death or funeral of a Parent, Brother, Sister, Mother-in-Law, Father-in-Law, Step or Foster Parent and Grandchild, and one (1) day's pay for the death or funeral of a Son-in-Law, Daughter-in-Law, Brother-in-Law, Sister-in-Law, Grandfather, Grandmother, and/or an Aunt and Uncle. When overnight travel is required (250 or more miles), the employee shall have an additional one (1) paid day. It is further understood an employee on vacation or any other absence may elect additional days off with pay to substitute for those on vacation or other paid absence.
  - **SECTION 12.** The AUTHORITY will provide daily custodial care to Toll Booths and Toll Buildings.
  - **SECTION 13.** Employees will be allowed to wear their uniforms to and from work at their option.
- **SECTION 14.** In the event of monetization of the South Jersey Transportation Authority, the bargaining unit job classifications presently represented by IFPTE Local 196 shall continue to be represented by said Local. The parties agree to continue to meet and discuss successorship language in the event of a change in ownership structure of the South Jersey Transportation Authority. The parties agree to continue to meet and discuss successorship language.

## ARTICLE XIII MUTUAL COOPERATION

- **SECTION 1.** The AUTHORITY and UNION agree that mutual cooperation is necessary for the AUTHORITY to carry out its public responsibility of maintaining a high level of service to the public.
- **SECTION 2.** The parties agree to resolve problems arising from differences through the Grievance and Disciplinary Action procedures contained herein. The parties further agree to meet and discuss, in good faith, all matters giving rise to a dispute in the application of this Agreement.
- **SECTION 3.** The AUTHORITY and UNION agree that this Agreement was reached in good faith and to abide by the terms and conditions of this Agreement through the life of the Agreement. The AUTHORITY and UNION represent that the provisions of this Agreement shall be carried out in all respects through the life of the Agreement and assures the UNION and employees compliance by its Administrative and Management personnel.
  - **SECTION 4.** Express Contract Language defeats any claim of past practice.

## ARTICLE XIV RATES OF PAY

**SECTION 1.** The following rates of pay will apply on the dates set forth below:

**SECTION 2.** a. Rates of Pay (Percentage Increases)

On August 1, 2007	The then current rate will increase by	3.0%
On August 1 2008	The then current rate will increase by	3.0%
On August 1, 2009	The then current rate will increase by	3.5%
On August 1, 2010	The then current rate will increase by	3.5%

## **SECTION 3.** Rates of Pay (Table)

	Rate	Rate	Rate	Rate
Title	8/1/2007	8/1/2008	8/1/2009	8/1/2010
A/C Journeyman	29.71	31.37	33.24	34.41
Auto Body Repairman 1	29.71	31.11	32.72	33.86
Auto body Repairman 2	28.38	29.74	30.78	31.86
Auto Body Repairman 3	26.68	27.99	28.97	29.99
Building, Crafts & Utilities Helper	26.02	26.80	27.74	28.71
Clerk - Finance	23.03	23.72	24.55	25.41
Clerk - State Police/Central Maint	23.03	23.72	24.55	25.41
Clerk - Toll Audit	24.03	24.75	25.62	26.51
Clerk - Toll Repair	24.97	25.72	26.62	27.55
Clerk - Tolls	24.97	25.72	26.62	27.55
Clerk II - Engineering	24.59	25.32	26.21	27.13
Clerk III - Engineering	19.18	19.75	20.45	21.16
Clerk II-State Police/Central Maint	23.03	23.72	24.55	25.41
Clerk I-State Police/Central Maint	24.97	25.72	26.62	27.55
Communications Operator	27.48	28.30	29.30	30.32
Control Technician	30.09	31.76	33.65	34.83
Craft Person 1	29.71	31.37	33.24	34.41
Craft Person 2	28.38	30.00	31.83	32.94
Craft Person 3	26.68	28.25	30.01	31.07
Craft Person 4	26.02	27.57	29.31	30.34
Electrical Journeyman	30.09	31.76	33.65	34.83
Electrical Trainee	28.28	29.13	30.15	31.21
Emergency Svc Provider	26.02	26.80	27.74	28.71
Engineering Technician	30.09	31.76	33.65	34.83
Grounds Keeper 1	29.71	31.37	32.47	33.60
Grounds Keeper 2	28.38	29.23	30.25	31.31
Grounds Keeper 3	26.68	27.48	28.44	29.43
Lead Cashier	18.14	18.68	19.34	20.01
Lead Control Technician	32.26	34.00	35.97	37.22
Maintenance Custodian	23.87	24.58	25.44	26.33
Maintenance Person 1	29.71	30.60	31.67	32.78
Maintenance Person 2	28.38	29.23	30.25	31.31
Maintenance Person 3	26.68	27.48	28.44	29.43
Maintenance Person 4	26.02	26.80	27.74	28.71

Maintenance Person 4N	26.02	26.80	27.74	28.71
Mechanic 1	29.71	31.11	32.72	33.86
Mechanic 2	28.38	29.74	30.78	31.86
Mechanic 3	26.68	27.99	28.97	29.99
Plumbing, Heating, A/C Journeyman	30.09	31.76	33.65	34.83
Plumbing, Heating, A/C Trainee	28.36	29.21	30.23	31.29
Principal Clerk S.P./Central Maint	26.89	27.70	28.67	29.67
Route Investigator	21.59	22.24	23.01	23.82
Security/Parking Cashier	17.11	17.62	18.24	18.88
Sign Fabricator 1	29.71	30.60	31.67	32.78
Sign Fabricator 2	28.38	29.23	30.25	31.31
Sign Fabricator 3	26.68	27.48	28.44	29.43
Sign Fabricator Graphic Technician	30.09	31.76	32.87	34.02
Sign Shop Helper 4	26.02	26.80	27.74	28.71
Sr. Toll Analyst	29.49	30.37	31.44	32.54
Technician	29.71	31.37	33.24	34.41
Toll Analyst	28.36	29.21	30.23	31.29
Toll Collector	26.56	27.36	28.32	29.31
Toll Counting Clerk	23.39	25.22	27.23	29.31

**SECTION 4.** Skill Adjustment(s)

The rates of pay table in Section 3 above reflects the incorporation of the trade skill adjustment listed below and once earned shall be increased thereafter by applicable across-the-board percentage increases.

	Rate	Rate
Title	8/1/2008	8/1/2009
A/C Journeyman	\$0.75	\$0.75
Auto Body Repairman 1	\$0.50	\$0.50
Auto Body Repairman 2	\$0.50	=
Auto Body Repairman 3	\$0.50	-
Control Technician	\$0.75	\$0.75
Craft person 1	\$0.75	\$0.75
Craft person 2	\$0.75	\$0.75
Craft person 3	\$0.75	\$0.75
Craft person 4	\$0.75	\$0.75
Electrical Journeyman	\$0.75	\$0.75
Engineering Technician	\$0.75	\$0.75
Grounds Keeper 1	\$0.75	-
Lead Control Technician	\$0.75	\$0.75
Mechanic 1	\$0.50	\$0.50
Mechanic 2	\$0.50	-
Mechanic 3	\$0.50	-
Plumbing, Heating, A/C Journeyman	\$0.75	\$0.75
Sign Fabricator Graphic Technician	\$0.75	-
Technician	\$0.75	\$0.75

#### **SECTION 5.** Longevity Payments

Longevity pay shall be based upon the following rates (to be effective on the anniversary date and paid in the next pay check):

Effective August 1, 2008

- (a) \$400.00 per year for each employee with five (5) years of service; and
- (b) \$500.00 per year (additional every five (5) years (i.e. additional \$500.00 at 10 years, 15 years and 20 years, 25 years and 30 years, etc.)

Effective August 1, 2010

- (a) \$450.00 per year for each employee with five (5) years of service; and
- (b) \$550.00 per year (additional every five (5) years (i.e. additional \$550.00 at 10 years, 15 years and 20 years, 25 years and 30 years, etc.)

Longevity pay shall be added to base pay for purposes of overtime and pension.

Employees hired after 7/31/03 shall not be eligible for longevity payments.

## **SECTION 6.** Non-Recurring Compensation

(a) Efficiency Bonus – In consideration for the Agreement to affect greater efficiencies in operation and employment levels reflected in this Agreement, the Authority will pay all members of Local 196, who are employed by the Authority in a full-time capacity prior to the ratification of this Agreement, an efficiency bonus in the amount of \$750.00, effective September 1, 2008 and September 1, 2009. This efficiency bonus will not be applied to base pay for the purposes of overtime and/or pension.

## **SECTION 7.** New Hires Rates of Pay

Notwithstanding any other provision of this Agreement, newly hired employees shall be paid the following rates of pay:

(a) Employees hired after 7/31/08 into the following job titles only, shall be paid the following rates of pay:

Security Parking Cashier; Lead Cashier; Electrical Journeyman; Plumbing, Heating, A/C Journeyman; A/C Journeyman; Control Technician; and Engineering Technician:

80% of current rate

90% of current rate

4t 1st Anniversary
At 2nd Anniversary

(b) Employees hired on or after 7/31/03, shall be paid the following rates of pay:

60% of current rate

65% of current rate

70% of current rate

75% of current rate

75% of current rate

80% of current rate

75% of cu

The current rate for purposes of this section shall be those set forth in Section 3- Rates of Pay (Table).

#### **SECTION 8** Step Increase

Any employee who is promoted or transferred shall be immediately placed at the highest salary rate of the position as set forth in Section 3 – Rates of Pay (Table). New hire status will remain with the employee irrespective of promotion or transfer. All new hires whose date of hire commences after August 1, 2003 will be paid in accordance with the Collective Bargaining Agreement, Article XIV, Section 5. In the event the employee is transferred or promoted, they will go to the appropriate percentage (based on their date of hire) of the top rate.

## **SECTION 9.** Cost of Living

- (a) In the event the All Urban Wage Earners & Clerical Workers Consumers Price Index, Philadelphia Metropolitan Area, for the month of January, 2008 has increased by ten percent (10%) or more over the same consumer price index of January 1, 2007 employees on the payroll on January 1, 2008 shall receive one percent (1%) cost of living increase when it reaches ten percent (10%), two percent (2%) when it reaches eleven percent (11%) and three percent (3%) when it reaches twelve percent (12%), but in no event shall employees receive more than a three percent (3%) cost of living increase. Such additional increases shall be retroactive to January 1, 2008.
- (b) In the event the All Urban Wage Earners & Clerical Workers Consumers Price Index, Philadelphia Metropolitan Area, for the month of January, 2009, has increased by ten percent (10%) or more over the same consumer price index of January 1, 2008 employees on the payroll on January 1, 2009 shall receive one percent (1%) cost of living increase when it reaches ten percent (10%), two percent (2%) when it reaches eleven percent (11%) and three percent (3%) when it reaches twelve percent (12%), but in no event shall employees receive more than a three percent (3%) cost of living increase. Such additional increases shall be retroactive to January 1, 2009.
- (c) In the event the All Urban Wage Earners & Clerical Workers Consumers Price Index, Philadelphia Metropolitan Area, for the month of January, 2010 has increased by ten percent (10%) or more over the same consumer price index of January 1, 2009 employees on the payroll on January 1, 2010, shall receive one percent (1%) cost of living increase when it reaches ten percent (10%), two percent (2%) when it reaches eleven percent (11%) and three percent (3%) when it reaches twelve percent (12%), but in no event shall employees receive more than a three percent (3%) cost of living increase. Such additional increases shall be retroactive to January 1, 2010.
- (d) In the event the All Urban Wage Earners & Clerical Workers Consumers Price Index, Philadelphia Metropolitan Area, for the month of January 2011, has increased by ten (10%) percent or more over the same consumer price index of January 1, 2010 employees on the payroll on January 1, 2011, shall receive one (1%) percent cost of living increase when it reaches ten (10%) percent, two (2%) percent when it reaches eleven (11%) percent and three (3%) percent when it reaches twelve (12%) percent, but in no event shall employees receive more than a three (3%) percent cost of living increase. Such additional increases shall be retroactive to January 1, 2011.

## ARTICLE XV AUTHORITY JURISDICTION

**SECTION 1.** The AUTHORITY shall continue to exercise exclusive jurisdiction in management of the Expressway, the organizational structure of Divisions and Departments and the assignment of areas of responsibility of Superintendents, Division and/or Departmental Heads, and other Administrative personnel.

**SECTION 2.** The AUTHORITY agrees that no part-time Toll Collector or Communications Operator will replace a permanent full-time Toll Collector or Communications Operator, except when such permanent full-time Toll Collector or Communications Operator is incapacitated and unable to work for an extended period of time, or such an employee is on military duty.

## ARTICLE XVI LEGAL APPLICATION

Should any provision of this Agreement or any application of this Agreement to any member of the Bargaining Unit be finally held by a Court of Competent Jurisdiction to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect and the Parties agree to negotiate immediately a substitute for the invalid provision/application.

## ARTICLE XVII SENIORITY LIST

The AUTHORITY shall provide the UNION, with three (3) copies of an up-to-date Seniority list of all employees. Such list will be provided within thirty (30) days after execution of this Agreement. Revisions thereto shall be given monthly, and total updated Seniority lists, three (3), shall be provided every six (6) months. Such list (s) to include actual hire date, date the employee entered the bargaining unit and date employee entered his/her present job title.

# ARTICLE XVIII JOB CLASSIFICATIONS

- **SECTION 1.** The Job Classifications and Descriptions for each job covered by this Agreement shall appear in Articles XIX and XX, respectively.
- **SECTION 2.** Employees are required to possess all licenses and meet all job requirements in accord with applicable law and AUTHORITY regulations as a condition of hire and continued employment.

#### ARTICLE XIX JOB DESCRIPTIONS

The following job descriptions are agreed upon by the SJTA and the UNION for bargaining unit work performed by Local 196's Members.

In addition to the qualifications for each job title, each employee is required to possess all licenses required by applicable law to perform the requirements of the job at the time the employee begins working in that job title. Further, all employees who may be required to operate a vehicle owned by the AUTHORITY shall obtain and possess a "Commercial Drivers License" subject to the provisions of Article VIII, Section 5.

## **SECTION 1.** Maintenance Department

#### (a) <u>EDUCATION</u>:

Completion of elementary school or equivalent. New hires after November 1, 1995 must have High School Diploma or G.E.D.

## (b) <u>SPECIAL SKILLS</u>:

- (1) Must have a valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment.
- (2) Must have a valid Commercial Drivers License ("CDL") from the State of New Jersey within ninety (90) days of obtaining this maintenance position.
  - (3) Each employee will be given one (1) extension to their probationary period for CDL acquisition.

## (c) <u>DUTIES</u>:

Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.

#### **SECTION 2.** Maintenance Custodian

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EDUCATION:**

High School Diploma or G.E.D. required.

## **JOB SUMMARY:**

This entry level position is responsible for the performance and completion of assigned work duties involving janitorial, custodial, general cleaning and assist in trash removal at assigned areas at SJTA facilities. This position's normal work hours are 3:00 p.m. to 11:00 p.m. Monday through Friday for all months of the year.

#### JOB RESPONSIBILITIES:

- 1. Performs assigned duties in a safe and efficient manner. Follows all safety regulations as outlined in the AUTHORITY's Safety Manual.
- 2. Required to be knowledgeable in particulars of all recycling programs and requirements of trash removal activities.
  - 3. Must be able to prepare clear and concise cleaning reports.
- 4. Reports on levels of inventory of related materials, tools, equipment and supplies to supervisory staff to ensure satisfactory performance of tasks.
- 5. Required to report any observed condition requiring immediate action or response (i.e. broken pipe) within the confines of the building they are cleaning.
- 6. A N.J. Commercial Driver's License will be voluntary and not a requirement of the position. Custodians may be used for snow removal only after 11:00 p.m. and shall be compensated at the appropriate next higher rate of pay.
- 7. Required to have a telephone and subject to availability 24 hours a day, 7 days a week for related emergencies and snow removal work as directed by Management.
  - 8. Performs other related duties as assigned.
  - 9. Must be able to read, write and communicate efficiently and effectively.

## **QUALIFICATIONS:**

High School graduate or equivalent certification. One (1) year work experience preferred. Must possess valid New Jersey Driver's License (CDL optional). Basic knowledge and/or ability to operate janitorial equipment (ie. Powered floor scrubber, polisher, stripping machinery, etc.). Must attend and successfully complete training courses provided by the AUTHORITY.

#### **SECTION 3.** Maintenance 4N

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on this job may not be listed.

#### (a) EDUCATION:

High School Diploma or G.E. D. required.

#### (b) **SPECIAL SKILLS:**

Must have valid New Jersey drivers license and the ability to drive a truck and operate snow equipment.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Perform the proper maintenance, general labor, improvement and repair of the facilities of the AUTHORITY as delegated.
- (ii) Must be able to drive a truck and operate non CDL required snow removal equipment.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) Must be able to read, write and communicate efficiently and effectively.
- (v) Must perform other related duties as assigned.

#### **SECTION 4.** Maintenance Person 4

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on this job may not be listed.

#### (a) EDUCATION:

High School Diploma or G.E. D. required.

#### (b) <u>SPECIAL SKILLS</u>:

- (1) Must have valid New Jersey drivers license and the ability to drive a truck and operate snow equipment.
- (2) Must have a valid Commercial Drivers License ("CDL") from the State of New Jersey within ninety (90) days of obtaining this maintenance position.

## (c) $\underline{\text{DUTIES}}$ :

- Perform the proper maintenance, general labor, improvement and repair of the facilities of the AUTHORITY as delegated.
- (ii) Must be able to drive a truck and operate snow removal equipment.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (v) Must be able to read, write and communicate efficiently and effectively.
- (vi) Must perform other related duties as assigned.

#### **SECTION 5.** Maintenance Person 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High School Diploma or G.E.D required.

## (b) <u>EXPERIENCE</u>:

At least one (1) year experience as a Maintenance Person #4 or equivalent experience and/or education in a related field may be substituted.

#### (c) <u>SPECIAL SKILLS</u>:

- (1) Must have a valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment and operate a brush hog.
- (2) Must have a valid Commercial Drivers License ("CDL") from the State of New Jersey within ninety (90) days of obtaining this maintenance position.

#### (d) <u>DUTIES</u>:

- (i) Perform the proper maintenance, general labor, improvement and repair of the facilities of the AUTHORITY as delegated.
- (ii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iii) Must be able to drive a tractor, operate mowers, operate truck and snow removal equipment.
- (iv) A maintenance person #3 must have the ability to operate and perform preventive maintenance on at least two (2) of the following pieces of equipment:

Front End Loader Fork Lift
Grader Brush Hog
Backhoe Snow Blower
Roller Bob-Cat

Tar Pot Guard Rail Pounder

- (v) Must be able to read, write and communicate efficiently and effectively.
- (vi) Must perform other related duties as assigned.

#### **SECTION 6.** Maintenance Person 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least three (3) years experience as a Maintenance Person #3.

## (c) <u>SPECIAL SKILLS</u>:

- (1) Must have valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment.
- (2) Must have a valid Commercial Drivers License ("CDL") from the State of New Jersey within ninety (90) days of obtaining this maintenance position.

#### (d) **DUTIES:**

- (i) Perform the proper maintenance, general labor, improvement and repair of the facilities of the AUTHORITY as delegated.
- (ii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iii) Must be able to drive a tractor, operate mowers, operate truck and snow removal equipment.
- (iv) Ability to operate and perform preventive maintenance on all of the following equipment:

Front End Loader Grader
Backhoe Roller
Fork Lift Excavator
Mobile Sweeper Asphalt Spreader
Traffic line paint spraying
Truck distributor Snow Blower
Tar Pot Bob-Cat

Guard Rail Pounder

- (v) Must be able to read, write and communicate efficiently and effectively.
- (vi) Must perform other related duties as assigned.

#### **SECTION 7.** Maintenance Person 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required

## (b) **EXPERIENCE**:

At least four (4) years experience as a Maintenance Person #2 or #3 or equivalent experience and/or education in a related field may be substituted.

#### (c) SPECIAL SKILLS:

- (1) Must have a valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment.
- (2) Must have a valid Commercial Drivers License ("CDL") from the State of New Jersey within ninety (90) days of obtaining this maintenance position and, subject to the exceptions below, with the Class A endorsement with appropriate training provided by the Authority. In the event an employee cannot obtain a Class A Commercial Drivers License because of medical reasons, the employee shall not be precluded from the promotion to the Maintenance 1 Job Classification. Employees currently classified as Maintenance 1 employees who do not presently possess a Class A CDL License shall not be obligated to obtain the Class A CDL License.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Perform the proper maintenance, general labor, general grounds keeping, improvement and repair of the facilities of the AUTHORITY as delegated.
- (ii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iii) Must be able to drive a tractor, operate mowers, operate trucks and snow removal equipment.
- (iv) Ability to operate and perform preventive maintenance on all of the following equipment:

Front End Loader Grader
Backhoe Roller
Fork Lift Excavator

Mobile Sweeper Asphalt Spreader/Paver

Traffic line paint spraying
Truck distributor
Tar pot

Brush Hog
Snow Blower
Bob-Cat

Guard Rail Pounder

- (v) Must be able to read, write and communicate efficiently and effectively.
- (vi) Must be able to perform other related duties as assigned.

## SECTION 8. Groundseeper 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least one (1) year experience in general landscaping design, and grounds keeping, or at least one (1) year experience as Maintenance Person #3 or Maintenance Person #4, or equivalent experience and/or education in a related field may be substituted.

## (c) <u>SPECIAL SKILLS</u>:

Must have valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position. Ability to drive a truck and operate a loader, grader, brush hog, backhoe, fork lift, and must be able to drive a tractor and operate mowers.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Perform all phases of landscaping design, and operation of related equipment.
- (ii) Responsible for cutting, and maintenance of grass of all AUTHORITY plazas, buildings, and other areas as directed. Perform other related duties as assigned.
- (iii) Responsible for the maintenance, planting and trimming of trees, flowers, shrubbery and all related landscaping work both indoors and outdoors.
- (iv) Perform preventative maintenance and minor repairs of equipment assigned to him/her.
- (v) Required to have a telephone and be available 24 hours a day, 7 days a week for emergencies and snow removal work.
- (vi) Required to perform regular maintenance work when requested.
- (vii) Must be able to read, write and communicate efficiently and effectively.
- (viii) Must perform other related duties as assigned.

## SECTION 9. Grounds Keeper 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required

## (b) <u>EXPERIENCE</u>:

At least three years experience in general landscaping design, and grounds keeping.

#### (c) **SPECIAL SKILLS:**

Must have valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position. Ability to drive a truck and operate snow removal equipment. Must be able to operate loader, grader, brush hog, backhoe, fork lift, and tractor with attachments for example; york rake, auger, etc. Must qualify for N.J. State Pesticide License with appropriate endorsements as determined by Management.

- (i) Perform all phases of landscaping design, and operation of related equipment.
- (ii) Responsible for cutting, and maintenance of grass of all AUTHORITY plazas, buildings, and other areas as directed. Perform other related duties as assigned.
- (iii) Responsible for the maintenance, planting and trimming of trees, flowers, shrubbery and all related landscaping work both indoors and outdoors.
- (iv) Perform preventive maintenance and minor repairs of equipment assigned to him/her.
- (v) Required to have a telephone and be available 24 hours a day, 7 days a week for emergencies and snow removal work.
- (vi) Perform regular maintenance work when requested.
- (vii) Must be able to read, write and communicate efficiently and effectively.
- (viii) Must perform other related duties as assigned

## SECTION 10. Grounds Keeper 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

High School Diploma or G.E.D. required

## (b) **EXPERIENCE:**

At least three years experience working in landscaping and grounds keeping on the Atlantic City Expressway and SJTA facilities or equivalent.

#### (c) <u>SPECIAL SKILLS</u>:

Must have valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position. Must have or obtain a NJ State Pesticide License with appropriate endorsements as determined by Management. Ability to drive a truck and operate snow removal equipment. Must be able to operate loader, backhoe, fork lift tractor with attachments for example; york rake, auger, etc.

## (d) <u>DUTIES</u>:

- (i) Perform all phases of landscaping and operation of related equipment.
- (ii) Responsible for cutting, and maintenance of grass at all AUTHORITY Plazas, buildings, and other areas as directed.
- (iii) Responsible for the maintenance, planting and trimming of trees, flowers, shrubbery and all related landscaping work both indoors and outdoors.
- (iv) Responsible for training and directing subordinates assigned landscaping work.
- (v) Perform preventive maintenance and or minor repairs of equipment assigned to him/her.
- (vi) Required to have a telephone and be available 24 hours a day, 7 days a week for emergencies and snow removal work.
- (vii) Perform regular maintenance work when requested.
- (viii) Responsible for appropriate storage, inventory control and related reports and records of chemicals and products as determined by Management.
- (ix) Must be able to read and interpret blueprints and plans for related activities (eg. Tree trimming).
- (x) Must be able to read, write and communicate efficiently and effectively.
- (xi) Must perform other related duties as assigned.

## SECTION 11. Craftsperson 4

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required

## (b) <u>SPECIAL SKILLS</u>:

Must have a valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment. Must have a valid Commercial Drivers License ("CDL") from the State of N.J. within ninety (90) days of obtaining this position.

#### (c) $\underline{\text{DUTIES}}$ :

- (i) Responsible to the Superintendent or Assistant Superintendent of Crafts.
- (ii) Perform and assist in the repair, maintenance and the construction in the various crafts: carpentry, masonry, welding and lead structural painting.
- (iii) Must be on call for snow removal work.
- (iv) Must perform regular maintenance work when requested.
- (v) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days, a week for emergencies and snow removal work.
- (vi) Must have a working knowledge in at least one (1) of the crafts.
- (vii) Assist the electrical and plumbing trades.
- (viii) Must be able to read, write and communicate efficiently and effectively.
- (ix) Must perform other related duties as assigned.

## SECTION 12. Craftsperson 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High School Diploma or G.E.D. required

## (b) <u>EXPERIENCE</u>:

At least one (1) year experience as a Craftsman #4 with the AUTHORITY or equivalent experience and/or education in a related field may be substituted.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid New Jersey drivers license, and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of N.J. within ninety (90) days of obtaining this position.

- (i) Responsible to the Superintendent or Assistant Superintendent of Crafts.
- (ii) Perform and be responsible for repair, maintenance and the construction in the various crafts: carpentry, electrical, masonry, plumbing, welding and lead structural painting.
- (iii) Must be on call for snow removal work.
- (iv) Must perform regular maintenance work when requested.
- (v) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (vi) Must have a proficiency in at least one (1) of the crafts, and a working knowledge in one other craft.
- (vii) Assist the electrical and plumbing trades.
- (viii) Must be able to read, write and communicate effectively and efficiently.
- (ix) Must perform other related duties as assigned.

## SECTION 13. Craftsperson 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least two (2) years experience as a Craftsman #3 with the AUTHORITY or equivalent experience and/or education in a related field may be substituted.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid New Jersey drivers license, and the ability to drive a truck and operate snow removal equipment, operate a backhoe, loader, fork lift and other equipment in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

- (i) Responsible to the Superintendent or Assistant Superintendent of Crafts.
- (ii) Perform and be responsible for repair, maintenance and the construction in the various crafts: carpentry, electrical, masonry, plumbing, welding and lead structural painting.
- (iii) Must be on call for snow removal work.
- (iv) Must perform regular maintenance work when requested.
- (v) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (vi) Responsible for training subordinates below his/her rating.
- (vii) Must have a proficiency in at least one (1) of the crafts, and a working knowledge in two (2) other crafts
- (viii) Assist the electrical and plumbing trades.
- (ix) Must be able to read, write and communicate effectively and efficiently.
- (x) Must perform other related duties as assigned.

## SECTION 14. Craftsperson 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least three (3) years experienced as a Craftsman #2 with the AUTHORITY or equivalent experience and/or education in a related field may be substituted.

## (c) <u>SPECIAL SKILLS</u>:

Must have a valid New Jersey drivers license, ability to drive a truck and operate snow removal equipment, operate a backhoe, loader, fork lift and other equipment related to their job duties and during emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

- (i) Responsible to the Superintendent or Assistant Superintendent of Crafts.
- (ii) Perform and be responsible for repair, maintenance and the construction in the various crafts: carpentry, electrical, masonry, plumbing, welding and lead structural painting.
- (iii) Must be on call for snow removal work.
- (iv) Must perform regular maintenance work when requested.
- (v) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (vi) Responsible for training subordinates below his/her rating.
- (vii) Must have a proficiency in at least two (2) of the crafts, and a working knowledge in two (2) others.
- (viii) Assist the electrical and plumbing trades
- (ix) Must be able to read, write and communicate effectively and efficiently.
- (x) Must perform other related duties as assigned.

#### **SECTION 15.** Electrical Trainee

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School or vocational school graduate. Required to complete electrical courses chosen by management at night vocational or technical school during the first three (3) years of training period.

#### (b) <u>EXPERIENCE</u>:

Background of electrical work or one (1) year practical experience.

#### (c) <u>SPECIAL SKILLS</u>:

Must have valid New Jersey drivers license and the ability to drive a truck, operate snow equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Required to assist in all phases of electric maintenance repair and installation.
- (ii) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week for emergencies.
- (iv) Must be able to read, write and communicate effectively and efficiently.
- (v) Must perform other related duties as assigned.

#### **SECTION 16.** Electrical Journeyman

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school or vocational school graduate. At least three (3) years technical education required to complete electrical courses as chosen by management.

#### (b) <u>EXPERIENCE</u>:

At least three (3) years experience in electrical work.

## (c) <u>SPECIAL SKILLS</u>:

Must have valid New Jersey drivers license. Ability to drive a truck and operate snow removal equipment. Ability to operate a backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

- Responsible for the maintenance, repair and installation of electrical equipment in accordance with state regulations.
- (ii) Responsible for the maintenance and repair of all traffic counters, all electrical equipment at toll buildings and maintenance buildings.
- (iii) Responsible for the proper functioning of overhead and navigation lights by stand-by generators.
- (iv) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (v) Develop working knowledge and ability to operate and maintain all existing and future AUTHORITY electrical Equipment and systems. Make recommendations for outsourcing where necessary.
- (vi) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (vii) Must perform other related duties as assigned.

## SECTION 17. Plumbing/Heating/Air Conditioning Trainee

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school or vocational school graduate. Required to complete technical courses at a vocational or technical school during first three (3) years of training period as chosen by management.

#### (b) <u>EXPERIENCE</u>:

At least one (1) year experience in two (2) of the three (3) categories.

## (c) <u>SPECIAL SKILLS</u>:

Must have valid New Jersey drivers license and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this job.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Required to assist in all phases of plumbing, heating and air conditioning maintenance, repair and installation.
- (ii) Required to be on call for snow removal work and perform maintenance duties upon request.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) Must be able to read, write and communicate effectively and efficiently.
- (v) Must perform other related duties as assigned.

## SECTION 18. Plumbing, Heating and Air Conditioning Journeyman

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). At least one (1) year technical education. Required to complete plumbing, heating and air conditioning courses as chosen by management.

#### (b) <u>EXPERIENCE</u>:

At least four (4) years experience in related work.

#### (c) <u>SPECIAL SKILLS</u>:

Must have valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment. Must have a current, approved license for plumbing and the ability to operate a backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

- (i) Perform maintenance, repair and installation of heating, air conditioning, plumbing and all related work to properties of the AUTHORITY.
- (ii) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) Must be able to read, write and communicate effectively and efficiently.
- (v) Must perform other related duties as assigned.

## **SECTION 19.** Air Conditioning Journeyman

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). At least one (1) year technical education. Required to complete courses as chosen by management.

#### (b) <u>EXPERIENCE</u>:

At least four (4) years experience in air conditioning related work with working knowledge in plumbing and heating.

#### (c) <u>SPECIAL SKILLS</u>:

Must have valid New Jersey drivers license and the ability to drive a truck and operate snow removal equipment. Must have a minimum Type II approved refrigerant recovery certification. Ability to operate backhoe, loader and fork lift in the related job duties and emergencies. Must have a valid Commercial Drivers License ("CDL") from the State of NJ within ninety (90) days of obtaining this position.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Must be proficient in the maintenance, repair and installation of all air conditioning units and all related work to properties of the AUTHORITY.
- (ii) Required to assist the plumber in all phases of plumbing and heating maintenance, repair and installation to all properties of the AUTHORITY.
- (iii) Required to be on call for snow removal work and perform maintenance duties upon request.
- (iv) Required to have a telephone and be available 24 hours a day, 7 days a week for emergencies.
- (v) Must be able to read, write and communicate effectively and efficiently.
- (vi) Must perform other related duties as assigned.

#### SECTION 20. Technician

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). At least one (1) year technical education.

## (b) <u>EXPERIENCE</u>:

At least four (4) years experience in related work.

## (c) <u>SPECIAL SKILLS</u>:

Must have the ability to operate and maintain electrical and mechanical equipment including submersible pumps, jet fans, ventilation systems, communication lines, standpipe systems, detectors and alarms, and a valid New Jersey driver's license

#### (d) $\underline{\mathbf{DUTIES}}$ :

- Perform maintenance repair and installation of equipment in Expressway, Airport and tunnel facilities of the Authority
- (ii) Evaluate condition of equipment and make recommendations for up grade or replacement
- (iii) Maintain and keep current preventive maintenance manuals and schedules for Authority equipment
- (iv) Assist other units of Engineering Department, including toll repair, electrical, plumbing, HVAC, and crafts
- (v) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week for emergencies

## SECTION 21. Building, Crafts & Utilities Helper

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

Must have working knowledge of plumbing and electrical trades.

#### (c) **SPECIAL SKILLS:**

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position. Ability to drive a truck and operate snow plowing equipment.

- (i) Responsible for performing preventive maintenance and assisting in crafts and trades as directed. Check boilers, generators, and compressor tanks, and equipment.
- (ii) Perform and assist the craftsmen and journeymen in the repairing, maintaining and the construction in the various crafts/trades: carpentry, masonry, welding and lead structural painting, electrical and plumbing.
- (iii) Responsible to the Superintendent of Bldg, Crafts and Utilities or his designee.
- (iv) Must perform regular maintenance work when requested.
- (v) Required to have a telephone and be available 24 hours a day, 7 days a week for emergencies and snow removal work.
- (vi) Must be able to read, write and communicate effectively and efficiently.
- (vii) Other related duties as assigned.

## SECTION 22. Sign Shop Helper 4

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) EDUCATION:

High School Diploma or G.E.D. required.

## (b) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck and operate snow removal equipment.

## (c) $\underline{\text{DUTIES}}$ :

- (i) Responsible to the Foreman of the sign shop.
- (ii) Assist in sign fabrication in the sign shop.
- (iii) Work on the erection of signs, replace and install delineator posts and delineators.
- (iv) Perform any other sign shop related work.
- (v) Required to perform regular maintenance work when requested.
- (vi) Required to have a telephone and be available twenty-four (24) hours a day, (7) days a week, for emergencies and snow removal work.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

#### SECTION 23. Sign Fabricator 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) EDUCATION:

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least one (1) year experience working in the sign shop or equivalent experience and/or education may be substituted.

## (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader, lift truck, post hole digger and post puller and fork lift in the related job duties and emergencies. Must be able to operate all sign fabrication computerized equipment, including a personal computer.

- (i) Responsible to the Foreman of the sign shop.
- (ii) Fabricates signs of a general nature and operate all sign shop equipment.
- (iii) Work on the erection of signs, replace and install delineators and delineator posts.
- (iv) Perform any other sign shop related work.
- (v) Conducts inventory of parts, materials tools and supplies.
- (vi) Required to perform regular maintenance work when requested.
- (vii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (viii) Must be able to read, write and communicate effectively and efficiently.
- (ix) Other related duties as assigned.

#### SECTION 24. Sign Fabricator 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least two (2) years experience working in the sign shop or equivalent experience and/or education may be substituted.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate backhoe, loader and fork lift in the related job duties and emergencies. Must be able to operate sign fabricator computerized equipment, including a personal computer.

#### (d) DUTIES:

- (i) Responsible to the Foreman of the sign shop.
- (ii) Responsible for all phases of sign fabrication in operation of the sign shop equipment as designated.
- (iii) May also be assigned to work on sign shop related work.
- (iv) Required to perform regular maintenance work when requested.
- (v) Assist in training subordinates below his/her rating.
- (vi) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

#### SECTION 25. Sign Fabricator 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least three (3) years experience working in the sign shop or equivalent experience and/or education may be substituted.

## (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must be able to operate sign fabrication computerized equipment, including a personal computer.

#### (d) DUTIES:

- (i) Responsible to the Foreman of the sign shop.
- (ii) Responsible for the performance of all phases of sign fabrication including but not limited to the most complex and customized sign in the sign shop and operation of the sign shop equipment.
- (iii) Required to obtain the necessary sign shop materials and supplies from the Foreman of the sign shop and conduct shop inventory and control.
- (iv) Required to assist and direct all sign shop related work done on the road.
- (v) Required to perform regular maintenance work when requested.
- (vi) Responsible for training subordinates below his/her rating.
- (vii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies and snow removal work.
- (viii) Must be able to read, write and communicate effectively and efficiently.
- (ix) Other related duties as assigned.

#### SECTION 26. Mechanic 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least two (2) years experience as an automotive mechanic in minor engine repairs and preventative maintenance in autos, trucks, heavy equipment, including diesel engines, snow plows and other related equipment.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must be able to operate automotive computerized diagnostic equipment, including a personal computer. Must be able to successfully pass an efficiency test.

- (i) Responsible to the Superintendent of Fleet.
- Responsible to perform the preventive maintenance, repairs and service of all AUTHORITY vehicles and equipment.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) In case of emergency on the Expressway, they may be used for snow removal work or any other maintenance work.
- (v) Conduct inventory and control of all stock, materials, parts and tools.
- (vi) Responsible for shop clean-up and maintaining a safe work area.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

#### SECTION 27. Mechanic 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EXPERIENCE</u>:

At least one (1) year experience as a Mechanic #3 with the AUTHORITY or equivalent.

## (b) <u>SPECIAL SKILLS</u>:

Must have valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies.

#### (c) $\underline{\text{DUTIES}}$ :

- (i) Responsible to the Superintendent of Fleet.
- (ii) Responsible to perform the preventive maintenance, repairs and service of all AUTHORITY vehicles and equipment.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv) In case of emergency on the Expressway, they may be used for snow removal work or any other maintenance work.
- (v) Other related duties as assigned.

#### SECTION 28. Mechanic No. 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) EDUCATION:

High School Diploma or G.E.D. required.

## (b) **EXPERIENCE**:

At least four (4) years experience as a Mechanic #2 or #3 with the South Jersey Transportation AUTHORITY or equivalent experience acceptable to the AUTHORITY. Six (6) years experience (outside) in major and minor overhauling, repairs, and preventative maintenance in autos, trucks, heavy equipment, including diesel engines, snow plows and other related equipment may be substituted at the discretion of the AUTHORITY.

#### (c) <u>SPECIAL SKILLS</u>:

- (1) Must have attended and received certification in specialized schooling in at least one (1) category that would benefit and help their job performance. Examples: air conditioning, diesel engine repair, hydraulic systems, auto transmission, emission, control system, welding, body and fender repair, and/or front end alignment. Must have the ability to drive a truck, operate snow removal equipment operate a backhoe, tractor trailer, loader and fork lift in the related job duties and emergencies. Must be able to operate automotive computerized diagnostic equipment including a personal computer. Must be able to successfully pass an efficiency test.
- (2) Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and subject to the exceptions below, with the Class A endorsement with appropriate training provided by the Authority. In the event an employee cannot obtain a Class A Commercial Drivers License because of medical reasons, the employee shall not be precluded from the promotion to this Job Classification. Employees currently classified as Mechanic #1 employees who do not presently possess a Class A CDL License shall not obligated to obtain the Class A CDL License. The Mechanic #1 shall be expected to use his/her Class A CDL License for the purposes of driving vehicles as necessary in connection with the performance of their Mechanic #1 duties.

#### (d) $\underline{\text{DUTIES}}$ :

- (i) Responsible to the Superintendent of Fleet.
- (ii) Responsible to perform the preventive maintenance, repairs and service of all AUTHORITY vehicles and equipment.
- (iii) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (iv). In case of emergency on the Expressway, they may be used for snow removal work or any other maintenance work.
- (v) Conduct inventory and control of all stock, materials, parts and tools.
- (vi) Responsible for shop clean-up and maintaining a safe work area.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

## SECTION 29. Auto Body Repairman 3

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) <u>EXPERIENCE</u>:

At least three (3) years experience as an Auto Body Repairman or equivalent. Six (6) years outside experience in minor and major body repair and painting, or related experience as determined by Management.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must be able to successfully pass an efficiency test and must be able to operate and input data using a personal computer.

- (i) Perform and be responsible for the auto body repairs of all AUTHORITY vehicles and equipment.
- (ii) Work to be performed under the assignment and supervision of the Superintendent of Fleet.
- (iii) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (iv) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (v) Must be able to read, write and communicate effectively and efficiently.
- (vi) Other related duties as assigned.

## SECTION 30. Auto Body Repairman 2

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) **EXPERIENCE**:

At least five (5) years experience with at least two (2) years of the five (5) years as an Auto Body Repairman #3 with the South Jersey Transportation Authority or equivalent experience acceptable to the Authority. Six (6) years outside experience in minor and major body repair and painting, or related experience as determined by Management.

## (c) <u>SPECIAL SKILLS</u>:

Must have valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position. and the ability to drive a truck, operate snow removal equipment, operate a backhoe, tractor trailer, loader and fork lift in the related job duties and emergencies. Must be able to successfully pass an efficiency test. Must be able to operate and input data using a personal computer.

- (i) Perform and be responsible for the auto body repairs of all AUTHORITY vehicles and equipment.
- (ii) Work to be performed under the assignment and supervision of the Superintendent of Fleet.
- (iii) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (iv) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (v) Must be able to read, write and communicate effectively and efficiently.
- (vi) Other related duties as assigned.

#### **SECTION 31.** Auto Body Repairman 1

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School Diploma or G.E.D. required.

## (b) **EXPERIENCE**:

At least five (5) years experience with at least two (2) years of the five (5) years as an Auto Body Repairman #2 or #3 with the South Jersey Transportation AUTHORITY or equivalent experience acceptable to the AUTHORITY. Six (6) years outside experience in minor and major body repair and painting, or related experience as determined by Management.

#### (c) <u>SPECIAL SKILLS</u>:

- (1) Must have the ability to drive a truck, operate snow removal equipment, operate a backhoe, tractor trailer, loader and fork lift in the related job duties and emergencies. Must be able to successfully pass an efficiency test. Must be able to operate and input data using a personal computer.
- (2) Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this maintenance position and subject to the exceptions below, with the Class A endorsement with appropriate training provided by the Authority. In the event an employee cannot obtain a Class A Commercial Drivers License because of medical reasons, the employee shall not be precluded from the promotion to this Job Classification. Employees currently classified as Auto Body Repairman 1 employees, who do not presently possess a Class A CDL License shall not be obligated to obtain the Class A CDL License.

The Auto Body Repairman 1 shall be expected to use his/her Class A CDL License for the purposes of driving vehicles as necessary in connection with the performance of their Auto Body Repairman 1 duties.

### (d) DUTIES:

- (i) Perform and be responsible for the auto body repairs of all AUTHORITY vehicles and equipment.
- (ii) Work to be performed under the assignment and supervision of the Superintendent of Fleet.
- (iii) Required to be on call for snow removal work and perform maintenance person duties upon request.
- (iv) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) days a week, for emergencies.
- (v) Must be able to read, write and communicate effectively and efficiently.
- (vi) Other related duties as assigned.

#### **SECTION 32.** Control Technician

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). Two (2) year associates degree in electronics or microprocessors. Must acquire an FCC license prior to reaching the job rate (completion of three (3) years).

### (b) <u>EXPERIENCE</u>:

Four (4) years electronic repair experience or the equivalent.

#### (c) **DUTIES:**

- (i) Perform the maintenance and repair of AUTHORITY electronic and communication systems including but not limited to electronic tolls; surveillance and monitoring; radio and telephone communications; alarms; and call boxes.
- (ii) Perform all wiring and connections of new installations done by the AUTHORITY, and maintenance of any computerized or electronic systems operated by the AUTHORITY.
- (iii) Perform prefabrication done by the AUTHORITY and general overall operations of toll facilities.
- (iv) Responsible for the inspection of all new installations of toll equipment either AUTHORITY owned or leased by the AUTHORITY. Develop working knowledge and ability to operate and maintain all existing and future AUTHORITY electronic and communication system. Make recommendations of outsourcing where necessary.
- (v) Be on call twenty-four (24) hours a day, seven (7) days a week, in case of emergencies and trouble calls.
- (vi) Must have a telephone and a valid New Jersey drivers license.
- (vii) Other related duties as assigned.

## SECTION 33. Clerk - Toll Repair

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

# (a) <u>EDUCATION</u>:

High school graduate.

## (b) <u>EXPERIENCE</u>:

One (1) year clerical and administrative skills.

## (c) <u>SPECIAL SKILLS</u>:

Ability to maintain records neatly and accurately, type and use other office machines and equipment.

- (i) Under the direction of the Supervisor.
- (ii) Assemble and file material in accordance with prescribed methods.
- (iii) Perform other typing, clerical, filing and data processing duties as assigned.
- (iv) Answer telephone promptly and courteously.
- (v) Required to operate a computer and other office equipment.
- (vi) Report any malfunction of automatic toll equipment.
- (vii) Must be able to read, write and communicate efficiently and effectively.
- (viii) Other related duties as assigned.

## SECTION 34. Clerk III-Engineering

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION:</u>

High School graduate with secretarial and clerical training.

## (b) **EXPERIENCE:**

One (1) year office experience.

## (c) SPECIAL SKILLS:

Ability to use personal computer, copying machine and other office machines. Must have typing ability and maintain neat and accurate records.

#### (d) **DUTIES:**

- (i) Under the direction of the Supervisor.
- (ii) Required to operate a computer and other office equipment.
- (iii) Report any malfunction of automatic toll equipment.
- (iv) Perform other typing, clerical, filing and date processing duties as assigned.
- (v) Answer telephone promptly and courteously.
- (vi) Must be able to read, write and communicate efficiently and effectively.
- (vii) Other related duties as assigned.

#### **SECTION 35.** Toll Collector

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High School Graduate or equivalent.

## (b) <u>SPECIAL SKILLS</u>:

Ability to handle currency and prepare change accurately, operate computerized toll collection equipment, give clear, concise and correct information. Pleasant and tactful personality and neat appearance.

- (i) Responsible for collecting and classifying tolls (currency, tickets and other)from patrons.
- (ii) Personally responsible for accounting of collected or assigned funds.
- (iii) Responsible for maintaining good public relations with patrons of the AUTHORITY.
- (iv) Responsible for assigned property owned by the AUTHORITY.
- (v) Responsible to perform the following functions: Walker, operation of pushmobiles, placing flares, moving cones, giving out leaflets, receipts, information, changing signs, changing vaults.
- (vi) Will perform all other functions as described in the Toll Collectors manual.
- (vii) Required to have a telephone and provide number to Management.
- (viii) Assist in performing Count Room functions as required.
- (ix) Perform surveillance functions as needed.
- (x) Execute their responsibilities in a professional and courteous manner.
- (xi) Responsible for operating computerized toll collection equipment.
- (xii) Report any malfunction of automatic toll equipment.
- (xiii) Move cones as directed.
- (xiv) Must be able to read, write and communicate effectively and efficiently.
- (xv) Other duties as assigned.

#### SECTION 36. Clerk - Tolls

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate.

## (b) <u>EXPERIENCE</u>:

One (1) year clerical and administrative skills.

## (c) <u>SPECIAL SKILLS</u>:

Ability to maintain records neatly and accurately, type and use other office machines and equipment, computer skills, ability and write and compose letters, communications and people skills.

## (d) $\underline{\text{DUTIES}}$ :

- (i) Perform administrative support services for Toll Superintendent.
- (ii) Assemble and file material in accordance with prescribed methods.
- (iii) Perform other typing, clerical, filing and data processing duties as assigned.
- (iv) Answer telephone promptly and courteously.
- (v) Assist in the development and maintenance of plaza staffing schedules.
- (vi) Maintain Collector time sheets and pay advice.
- (vii) Prepare Collector and Plaza Staff payroll reports.
- (viii) Maintain Plaza/Ramp records.
- (ix) Assist in performing count room functions as needed.
- (x) Report any malfunction of automatic toll equipment.
- (xi) Must be able to read, write and communicate effectively and efficiently.
- (xii) Other duties as assigned.

## **SECTION 37.** Toll Counting Clerk

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.).

## (b) SPECIAL SKILLS:

Ability to efficiently use all required office machines and equipment. Must have valid New Jersey drivers license and be able to accurately and legibly complete all necessary forms and reports in relation to collecting and counting of ability to carry and transport vaults which weigh approximately 40-50 pounds; must have knowledge/familiarity of electronic revenue collection system.

#### (c) DUTIES: Basic

- (i) Under the direction of the Superintendent in charge of the Count Room or his/her designee.
- (ii) Count and record Toll Collectors cash receipts, tickets collected, and automatic cash vaults.
- (iii) Prepare deposit tickets and records and posts the necessary paper work and armored car record.

  Obtain signature of the armored car representative for bags and wrapped currency.

#### (d) **DUTIES**: On Ramps

- (i) Do minor repair work on coin collecting machines at ramps.
- (ii) Change coin machine when necessary.
- (iii) Change coin vaults at all locations.
- (iv) Must be able to lift full coin vault into vehicle.
- (v) Return vaults to the counting room.
- (vi) Report any malfunction of automatic toll equipment.

## (e) DUTIES: On Surveillance

- (i) Able to set up TV monitors at ramp locations.
- (ii) Perform toll checks surveillance procedure with State Police and be available to testify in court for State Police.

#### (f) DUTIES: In Counting Room

- (i) Operation of coin counting machines.
- (ii) Empty and total accounts from each vault.
- (iii) Classify all monies and write up totals for bank deposits. Wrap and bag all currency. Prepare deposits for banks.
- (iv) Assist in the training of new personnel assigned to the Toll Counting Department.

#### **ADDITIONAL REQUIREMENTS:**

I. Must pass a basic math test.

- II. Must pass a physical strength test (lifting vaults and machines).
- III. Must pass a police background check.
- IV. Must be available to work weekends when required.
- V. Must be able to read, write and communicate effectively and efficiently.
- VI. Other related duties as assigned.

#### **SECTION 38.** Head Counting Clerk

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.).

## (b) **EXPERIENCE**:

Minimum two (2) years of count room and/or banking experience preferred. Computer experience preferred.

#### (c) <u>SPECIAL SKILLS</u>:

Ability to efficiently use all required office machines, equipment and computers.. Must have valid New Jersey drivers license and be able to accurately and legibly complete all necessary forms and reports in relation to the collecting and counting of revenue; ability to carry and transport vaults which weigh approximately 40-50 pounds; must have knowledge/familiarity of electronic revenue collection system.

#### (d) $\underline{\text{DUTIES}}$ :

Under the direction of the Plaza Superintendent or his/her designee, responsible for daily counting, recording and shipping of all Toll Collectors' cash receipts, tickets and all automatic cash vaults. Prepare all work schedules for Toll Counting Clerks, plus, perform ramp surveillance.

Under the direction of the Plaza Superintendent, serve as lead employee of count room and train all new employees; purchase new equipment and maintain all present equipment and formulate a budget for next years operation.

Must develop and maintain inventory of all records associated with count room functions.

Perform ramp surveillance and maintain all surveillance records for court.

Report any malfunction of automatic toll equipment.

Pull all vaults from automatic lanes.

Responsible for all monies counted and accuracy of vaults.

Create bulk deposit slips to be forwarded to bank and toll audit.

Maintain inventory control of suppliers; submit purchase requests and quotes when needed.

## (e) <u>ADDITIONAL REQUIREMENTS</u>

- (i) Must pass a basic math test.
- (ii) Must pass a physical strength test (lifting vaults and machines).
- (iii) Must pass a police background test.
- (iv) Must be available to work weekends, holidays and evenings when required.
- (v) Must have a phone and be available in case of emergency.
- (vi) Must be able to perform all duties of a Toll Counting Clerk.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

## **SECTION 39.** Communications Operator

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

High school graduate or equivalent (G.E.D.)

#### (b) **SPECIAL SKILLS**:

Must acquire NJCJIS operator certification with criminal background clearance (fingerprint and record check) within a six (6) month time period of assuming the position.

#### (c) **DUTIES:**

- (i) Operators will report for work at scheduled time in uniform supplied by Expressway ready for duty.
- (ii) Operators upon reporting for work, will sign on AUTHORITY's Computerized Assisted Dispatch System (CAD).
- (iii) Operators must have ability to type sufficiently to operate/direct inquires with available Telex Computer System and document information accurately into CAD system.
- (iv) Operators will, at all times make certain that all documented entries are true and correct as entered.
- (v) Operators must have ability to direct and handle Expressway AUTHORITY radio communications using NJ State Police radio signals. Also, only authorized radio procedure will be used to dispatch contracted service trucks to designated milepost on Expressway.
- (vi) Operators must be thoroughly familiar with the AUTHORITY call box system and have ability to dispatch contracted service trucks to designated milepost on Expressway.
- (vii) Operators must be thoroughly familiar with AUTHORITY orders and initiate procedures accordingly.
- (viii) Operators must be thoroughly familiar with locations such as toll plazas, service areas, intercept parking lots and the corresponding mileposts to ensure immediate and expedient dispatching of police, fire and rescue equipment.
- (ix) Operators must be thoroughly familiar with the location and operation of the AUTHORITY's alarm system. When alarm systems located at service areas and unmanned toll plazas are activated, signals must be dispatched to patrols expediently with the proper information being transmitted concerning any alarm.
- (x) Operators must be able to communicate orally and in a professional manner, both on AUTHORITY radios and telephones. In addition they must identify themselves.
- (xi) Operators must be aware that as a Communications Operator he/she will be handling restricted and classified information which is only available to authorized persons.
- (xii) Operators will be alert and ready to assist any and all authorized State Police personnel with any and all authorized State Police business while on duty.
- (xiii) Operators must be available for duty as scheduled other than when on vacation. In such cases, the remaining operator will work alone to be assisted by State Police Supervisors, if needed.
- (xiv) Operators, while on duty during the hours of darkness, will adhere to established security practices.

- (xv) Operators, while on duty, on a daily basis will be responsible to the State Police Officer in charge of the Expressway as far as enforcing reasonable guidelines governing the operators while on duty at the AUTHORITY State Police Communication Center.
- (xvi) Operator must conduct surveys and tests of communications equipment as directed by supervisor.
- (xvii) Must be able to read, write and communicate effectively and efficiently.
- (xviii) Other related duties as assigned.

#### SECTION 40. Clerk II - State Police/Central Maintenance

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate.

## (b) <u>SPECIAL SKILLS</u>:

Ability to use calculator, adding machine, personal computer, copying machine and other office machines. Must have typing ability and maintain neat and accurate records.

#### (c) $\underline{\text{DUTIES}}$ :

Under the direction of the Officer in Charge, Expressway State Police Detachment, Superintendent of Roadway Operations or Roadway Maintenance and or the Expressway Manager, assists in the recording and preparing of gasoline tickets and associated monthly reports, time sheets, limited purchase order, records toll violators and maintains their records, performs typing and other clerical and filing duties as assigned. Duty assignments between the two offices will be regulated by the respective supervisors.

- (d) Must be able to read, write and communicate effectively and efficiently.
- (e) Other related duties as assigned.

#### SECTION 41. Clerk I - State Police/Central Maintenance

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High School graduate with secretarial and clerical training.

## (b) <u>EXPERIENCE</u>:

Five (5) years office experience.

## (c) <u>SPECIAL SKILLS</u>:

Ability to type, take dictation, use personal computers, operate office machines and equipment. Must be able to maintain neat and accurate records.

- (i) Responsible to the Supervisor State Police Operations Officer in Charge of the State Police detachment Superintendent of Roadway Operations or Roadway Maintenance and/or Expressway Manager and Maintenance Office Manager as assigned.
- (ii) Take dictation, typing, use of calculator, routine administrative secretarial duties, plus reports for the Lt. and staff Sgt., State Police detachment and or Maintenance Manager and Maintenance Office Manager as assigned. Will assist in the training of other clerks in the State Police and or Central Maintenance facilities as required.
- (iii) Maintain inventory control of supplies, issue purchase requests and limited purchase orders.
- (iv) Maintain office files, accident index and roster of personnel.
- (v) Issue accident reports and permits.
- (vi) Perform all necessary administrative functions as required.
- (vii) Prepare consolidated reports of daily activities and yearly accident and motor vehicle statistics.
- (viii) Perform typing, clerical, filing and data processing duties as assigned.
- (ix) Answer telephone promptly and courteously.
- (x) Must be able to read, write and communicate effectively and efficiently.
- (xi) Other related duties as assigned.

#### **SECTION 42.** Clerk - State Police/Central Maintenance

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

# (a) <u>EDUCATION</u>:

High school graduate.

## (b) <u>SPECIAL SKILLS</u>:

Ability to use calculator, adding machine, copying machine and other office machines. Must have typing ability and maintain neat and accurate records.

## (c) $\underline{\text{DUTIES}}$ :

Under the direction of the Officer in Charge, Expressway State Police Detachment, and of the Maintenance Manager, assist in recording and preparing gasoline tickets and associated monthly reports, time sheets, limited purchase orders, records toll violators and maintains their records, performs typing and other clerical and filing duties, as assigned. Duty assignments between the two offices will be regulated by the respective Supervisors.

## SECTION 43. Principal Clerk - State Police/Central Maintenance

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate with secretarial and clerical training.

## (b) <u>EXPERIENCE</u>:

Five (5) years office experience.

## (c) <u>SPECIAL SKILLS</u>:

Ability to type, take dictation, operate office machines and equipment. Must be able to maintain neat and accurate records.

- (i) Responsible to the Supervisor of State Police Operations and the Officer in charge of the State Police detachment and/or Maintenance Manager and Maintenance Office Manager, as assigned.
- (ii) Take dictation, typing, ability to use of calculator, routine administrative secretarial duties, plus reports for the Lt. and Staff Sgt., State Police detachment and/or Maintenance Manager and Maintenance Office Manager, as assigned. Will assist in the training of other clerks in the State Police and/or Central Maintenance facilities as required.
- (iii) Maintain inventory control of supplies, issue purchase requests and limited purchase orders.
- (iv) Maintain office files, accident index and roster of personnel.
- (v) Issue accident reports and permits.
- (vi) Perform all necessary administrative functions as required.
- (vii) Prepare consolidated reports of daily activities and yearly accident and motor vehicle statistics.
- (viii) Perform typing, clerical, filing and data processing duties as assigned.
- (ix) Answer telephone promptly and courteously.

#### **SECTION 44.** Clerk - Finance

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

# (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.).

## (b) <u>EXPERIENCE</u>:

Knowledge of general mathematics. Ability to type and two (2) years bookkeeping experience. Ability to use calculators and adding machines, and, in general, perform clerical duties and filing.

## (c) <u>SPECIAL SKILLS</u>:

Under the direction of the Supervising Auditor, assist in the Accounting and Toll Audit Divisions as needed.

Assemble and file materials in accordance with prescribed methods and perform general clerical duties as may be assigned.

#### SECTION 45. Toll Analyst

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

Minimum: High School graduate or equivalent (G.E.D).

## (b) **EXPERIENCE**:

Minimum three (3) years experience in either accounting, auditing, statistics, toll auditing or equivalent. Must have ability to type and use office equipment.

#### (c) **DUTIES:**

- (i) Responsible to, and work under the direction of the Toll Audit Manager.
- (ii) Responsible for the administration of office audits on the settlement of toll collection accounts. Review ETC transactions and report any variance. Analyze ETC transaction and report any variance. Analyze collector accounts and report any variances and automatic lane violations; prepare reports on toll revenue and traffic activities. Utilizing electronic spreadsheets and word processing; determine and report any malfunctions of toll collection equipment and ETC; Maintain proper audit records, collectors accounts, toll revenue and traffic records.; and reconcile bank deposits against collector deposits.
- (iii) On own initiative, develops toll audit procedures, records and reports and makes recommendations to the Audit Manager. Coordinates the activities of the Toll Audit Division with all other AUTHORITY Operations Divisions and the ETC Customer Service Center. Coordinates toll audit functions with outside support services, such as the bank and the armored car service.
- (iv) Records all collectors' bank changes and ETC adjustments. Assists in the training of new employees and summer help assigned to the Toll Audit Division. Maintains confidentiality of variance reports and any special investigations. Performs other related Toll Audit Division duties.
- (v) Responsible for the accuracy and timely submission of all monthly Toll Audit Division reports.
- (vi) Reports any malfunction of automatic toll equipment.
- (vii) Must be able to read, write and communicate effectively and efficiently.
- (viii) Other related duties as assigned.

#### **SECTION 46.** Senior Toll Analyst

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

Minimum high school graduate or equivalent.

## (b) **EXPERIENCE:**

Minimum three (3) years experience in either accounting, auditing, statistics, toll auditing or equivalent. Must have ability to type and use office equipment.

#### (c) $\underline{\text{DUTIES}}$ :

- (i) Responsible to and work under the direction of the Toll Audit Manager.
- (ii) Final approval on the administration of office audits of the settlement of toll collection accounts. Review and analyze ETC transactions and report on variance. Analyze collector accounts and report on variances and lane violations. Prepare reports on toll revenue and traffic activities utilizing electronic spreadsheets and word processing. Determine and report any malfunctions of toll recording equipment and ETC equipment. Maintain proper audit records, collectors accounts, toll revenue and traffic records. Reconcile bank deposits against collector deposits.
- (iii) On own initiative develop toll audit procedures, records and reports and make recommendations to the Audit Manager. Coordinate the activities of the toll audit functions with outside support services such as the bank and armored car service. Coordinate the activities of the Toll Audit Division with all other South Jersey Transportation AUTHORITY Divisions and the ETC Customer Service Center.
- (iv) Record all collectors' bank changes and ETC Adjustments. Assists in the training of new employees and summer help assigned to the Toll Audit Division.
- (v) Responsible for the accuracy and timely submission of all monthly toll audit reports.
- (vi) Evaluate and make recommendations regarding final audits generated by daily and monthly analysis.
- (vii) Participate in meetings regarding key issues and concerns of the department.
- (viii) Responsible for properly submitting request for disposal of records to New Jersey State Archives.
- (ix) Report any malfunction of automatic toll equipment.
- (x) Maintain confidentiality of variance reports and any special investigations.
- (xi) Must be able to read, write and communicate effectively and efficiently.
- (xii) Perform other related Toll Audit Division duties assigned.

#### SECTION 47. Clerk Toll Audit

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.).

## (b) <u>EXPERIENCE</u>:

Two (2) years bookkeeping and proficiency in the use of adding machines, calculators, typewriters, and the ability to learn prescribed methods.

#### (c) <u>SPECIAL SKILLS</u>:

Under the direction of the Toll Auditor, shall verify each Toll Collector's daily collection account, including the counting of pre-paid tickets, assembling deposit slips, unusuals, and mail toll forms. Prepares recorder tapes for daily records of revenues and vehicle counts; verify Toll Collector's manifests and daily deposit slips; red-line recorder tapes (daily transferring of money and classes of each Toll Collector from recorder tape to work sheets); verify automatic deposits from recorder tapes and meter reading with bank deposit slips from each vault for transfer to NCR ledger cards and perform general clerical work as may be assigned.

#### **SECTION 48.** Route Investigator

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>JOB SUMMARY</u>

Under the direction of the Superintendent, Motorbus Operations or Designee, monitors casino bus activities in accordance with Bus Management Program Rules and Regulations. In addition, staff provides information and assistance to casino employee parking lot patrons and others who utilize AUTHORITY intercept facilities, as well as maintains traffic flow at the new Convention Center/Rail Terminal/Hotel and AUTHORITY facilities.

## (b) <u>EDUCATION</u>

High School or vocational school graduate or possession of an approved high school equivalent certificate.

#### (c) QUALIFICATIONS

Ability to comprehend and follow established operating procedures. Ability to work shifts including evening, weekends and holidays. Ability to work outside in inclement weather conditions. Excellent interpersonal, communication and customer service skills. Maintain a professional appearance, manner and demeanor. Must possess and maintain a valid New Jersey Drivers License.

#### (d) DUTIES

- (i) Monitors casino employee vehicles parked in the intercept facility.
- (ii) Provides motorist assistance to casino employees using the intercept facility.
- (iii) Disseminates Bus Management Program information or other AUTHORITY information as required.
- (iv) Monitors casino bus activities to ensure conformance with Bus Management Program Rules and Regulations.
- (v) Issues and complaints against violators of the Bus Management Program Rules and Regulations.
- (vi) Represents the AUTHORITY in court hearings regarding Bus Management violations.
- (vii) Monitors bus intercept activities.
- (viii) Receives, sorts and distributes New Jersey Transit Timetable Distributor information as directed.
- (ix) Assists in the maintaining an orderly flow of vehicular traffic at the curb frontage including staging, parking, entry and exit areas of the new Atlantic City Convention Center/Rail Terminal/Hotel and AUTHORITY facilities.
- (x) Prepares and submits daily reports of activities.
- (xi) Operates AUTHORITY vehicles in a prudent and safe manner, and keep accurate mileage log.
- (xii) Assists in the SJTA Bus Roadeo or other AUTHORITY sponsored/supported special events projects as directed.
- (xiii) Must be able to read, write and communicate effectively and efficiently.
- (xiv) Other related duties as assigned.

#### **SECTION 49.** Emergency Service Provider

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>JOB SUMMARY</u>

Perform emergency roadside assistance for distressed motorists along the Atlantic City Expressway and any other Authority service areas.

### (b) <u>EDUCATION</u>

High School or vocational school graduate or possession of an approved high school equivalent certificate.

#### (c) QUALIFICATIONS

Ability to comprehend and follow established operating procedures. Ability to work shifts including evening, weekends and holidays. Ability to work outside in inclement weather conditions. Excellent interpersonal, communication and customer service skills. Maintain a professional appearance, manner and demeanor. Must possess and maintain a valid New Jersey Drivers License. Must have a valid Commercial Driver's License (CDL) Class B from the state of N. J. within ninety (90) days of obtaining this position.

## (d) SPECIAL SKILLS

- (i) Must have the ability to drive a truck.
- (ii) Must have ability to operate snow equipment.
- (iii) Knowledge of the basic construction, care and maintenance of motor vehicles, including cleaning, lubricating, servicing of batteries, caring for tires and lights, gasoline application, etc.
- (iv) Ability to understand, remember and carry out oral and written directions and to learn quickly from oral and written explanations and demonstrations.
- (v) Knowledge of the minor repair procedures that can be done without recourse to a service area.
- vi) Knowledge of the procedures involved in loading, unloading and delivering of various types of related materials and in the preparation of simple records, invoices and receipts.
- (vii) Knowledge of the procedures for the competent, safe, and efficient operation of trucks and other motorized equipment.

- (i) Required to have a telephone and be available twenty-four (24) hours per day, seven (7) days per week for emergencies.
- (ii) Drive trucks utilized for highway maintenance and construction work, road work, road maintenance, snow plowing, and ice control operations and to provide assistance to motorists in need.
- (iii) Required to learn various types of electronic and computerized information systems used by the Authority.
- (iv) Must be able to read, write and communicate efficiently and effectively.
- (v) Must perform other related duties as assigned.

#### **SECTION 50.** Lead Control Technician

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

# (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). Two (2) year associates degree required

## (b) <u>EXPERIENCE</u>:

At least three (3) years as a Control Technician

## (c) $\underline{\text{DUTIES}}$ :

- (i) Must perform all duties as a Control Technician.
- (ii) Responsible to the Manager/Lead Foreman of Tolls Technology Division.
- (iii) Assists Management in the technical recommendations for maintenance functions by performing on-site evaluations as directed.
- (iv) Performs review and evaluation of project equipment and documentation as required.
- (v) Assists in the monitoring and training of technicians as needed.
- (vi) Other related duties as assigned.

#### **SECTION 51.** Sign Fabricator Graphic Technician

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

High School Diploma or G.E.D. required.

#### (b) <u>EXPERIENCE</u>:

At least three (3) years experience as aSign Fabricator #1, with at least three (3) years verifiable experience and /or education coursework in graphic design, drawing and layout or similar experience.

#### (c) <u>SPECIAL SKILLS</u>:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck, operate snow removal equipment, operate a backhoe, loader and fork lift in the related job duties and emergencies. Must be able to operate sign fabrication computerized equipment, including a personal computer.

#### (d) DUTIES:

- (i) Responsible to the Foreman of the sign shop.
- (ii) Responsible for training subordinates below his/her rating in the use and operation of all Sign Shop equipment and in the use and operation of all related software..
- (iii) Must be proficient in operation in the design software package composer. Familiarity with digital graphic file formats (tiff, giff, eps, pdf) and understanding the strengths and weaknesses of each. Comprehensive knowledge of graphic design principlies, a wide variety of media and production methods.
- (iv) Must be proficient in operation of large format graphic thermal printers (e.g. Gerber Maxx 2).
- Must be proficient in operation of large format vinyl cutting plotters (e.g. Gerber Odyssey Fast Track Plotter).
- (vi) Responsible for the performance of all phases of sign fabrication including but not limited to the most complex and customized signs and for the preventative maintenance on all computerized equipment in the sign shop.
- (vii) Responsible to fabricate all types of graphic designs and artwork to communicate visual ideas and thoughts for the authority special projects.
- (viii) Required to create illustrative signs, logos, drawings, charts, posters, diagrams, banners, communications, computer graphic illustrations or a variety of other visual material to determine the most effective graphic designs.
- (ix) Responsible to prepare layout of body copy, headlines and artwork for printing for the Authority.
- (xi) Responsible to possess an advanced level of proficiency in graphic art design.
- (xii) Responsible to obtain the necessary sign shop materials and supplies from the Lead Foreman of the sign shop and assist in the maintenance and control of the Sign Shop inventory.
- (xiii) Required to assist and direct all sign shop related work done on the road.
- (xiv) Required to have a telephone and be available twenty-four (24) hours a day, seven (7) dats a week for emergencies and snow removal work.
- (xv) Must be able to read, write and communicate effectively and efficiently.
- (xvi) Other related duties as assigned.

## SECTION 52. Clerk II-Engineering

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) EDUCATION:

High School graduate with secretarial and clerical training.

## (b) **EXPERIENCE:**

One (1) year office experience.

## (c) SPECIAL SKILLS:

Ability to use personal computer, copying machine and other office machines. Must have typing ability and maintain neat and accurate records.

#### (d) **DUTIES:**

- (i) Under the direction of a Lead Foreperson.
- (ii) Required to operate a computer and other office equipment.
- (iii) Input data and keep accurate records on scheduling, inventory and work order status to appropriate management system (MOMS, Proteus, etc..).
- (iv) Report daily on any malfunction of equipment from the MOMS System or from Tolls personnel.
- (v) Perform other typing, clerical, filing and data processing duties as assigned including progress reports, work orders and status reports.
- (vi) Assist Forepoerson in the preparation of financial and personnel documents requiring approval by Superintendent.
- (vii) Input unit payroll information.
- (viii) Answer telephone promptly and courteously.
- (ix) Must be able to read, write and communicate efficiently and effectively.
- (x) Other related duties as assigned.

#### **SECTION 53.** Engineering Technician

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>EDUCATION</u>:

High school graduate or equivalent (G.E.D.). Two (2) year associates degree or equivalent in electronics or microprocessors.

### (b) <u>EXPERIENCE</u>:

At least four (4) years experience in related work.

#### (c) SPECIAL SKILLS:

Must have a valid Commercial Drivers License (CDL) from the State of New Jersey within ninety (90) days of obtaining this position and the ability to drive a truck and operate snow removal equipment. Must have the ability to operate and maintain electrical and mechanical equipment including jet fans, ventilation systems, communication lines, standpipe systems, detectors and alarms, and a valid New Jersey driver's license

## (d) $\underline{\text{DUTIES}}$ :

- (i) Perform maintenance repair and repair of tunnel electronic and Communication system; surveillance and monitoring; radio and telephone communications; alarms.
- (ii) Perform all tunnel wiring and connections o new installations drone by the AUTHORITY, and maintenance of any tunnel computerized or electronic systems operated by the AUTHORITY.
- (iii) Responsible for the inspection of all new installations of tunnel equipment either AUTHORITY owned or leased by the AUTHORITY. Develop working knowledge and ability to operate and maintain all existing and future AUTHORITY electronic and communication system. Make recommendations of outsourcing where necessary.
- (iv) Be on call twenty-four (24) hours a day, seven (7) days a week, in case of emergencies and trouble calls
- (v) Must have a telephone and a valid New Jersey driver's licencse
- (vi) Assist in maintaining AUTHORITY'S Fiber Optic System
- (vii) Perform maintenance repair and installation of equipment in Expressway, Airport and tunnel facilities of the AUTHORITY.
- (viii) Evaluate condition of equipment and make recommendations for upgrade or replacement.
- (iv) Maintain and keep current preventive maintenance manuals and schedules for AUTHORITY equipment as it relates to tunnel equipment.
- (x) Assist other units of Engineering Department, including electrical, crafts, HVAC and plumbing.
- (xi) Required to be on call for snow removal.
- (xii) Must be able to operate and input data using a personal computer.

#### **SECTION 54.** Security Parking Cashier

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) **JOB SUMMARY:**

Ability to handle currency and prepare change accurately, operate computerized parking collection equipment, give clear, concise and correct information. Observe and report possible vandalism of vehicles and damage to the facility to ensure customer safety. Pleasant and tactful personality and neat appearance.

## (b) **QUALIFICATIONS**:

High School Graduate or equivalent.

#### (c) $\underline{\text{DUTIES}}$ :

- (i) Responsible for the collection of all parking tickets and the appropriate parking fees in accordance with a predetermined schedule.
- (ii) Operate the cash register, making proper change and following the proper procedure for the collection and safekeeping of money.
- (iii) Prepare and complete a shift summary worksheet for each shift. Summary should include opening and closing numbers and a summary of paid and non-charge tickets collected.
- (iv) Prepare, sign deposit log and deposit cash in the safe. Must be witnessed by security attendant.
- (v) Reconcile cash drawer at the beginning and the end of each shift.
- (vi) Provide general information and assist patrons when needed.
- (vii) Ensure that the booths are maintained in a clean and orderly manner at all times.
- (viii) Notify management and other personnel in the event of malfunctioning equipment or unsafe conditions around the facility.
- (ix) Serve as secondary security.
- (x) Patrol facility twenty-four (24) hours, seven (7) days a week stopping at electronic security checkpoints.
- (xi) Complete handwritten guard reports.
- (xii) Perform vehicle counts of the facility.
- (xiii) Write and issue parking violations for illegally parked or unauthorized vehicles.
- (xiv) Salt and shovel sidewalks during off peak hours when necessary.
- (xv) Other duties as assigned.

#### SECTION 55. Lead Cashier

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) **JOB SUMMARY:**

Must have knowledge/familiarity of electronic revenue collection system. Ability to handle currency and prepare change accurately, operate computerized parking collection equipment, give clear, concise and correct information. Observe and report possible vandalism of vehicles and damage to the facility to ensure customer safety. Pleasant and tactful personality and neat appearance.

#### (b) **QUALIFICATIONS**:

High School Graduate or equivalent.

#### (c) $\underline{\text{DUTIES}}$ :

- (i) Assist the supervisor in the performance of daily operations of Parking facilities.
- (ii) Assist in the preparation of weekly and daily schedules for all SJTA Parking Cashiers in the absence of Manager or Supervisor.
- (iii) Responsible for the collection of all parking tickets and the appropriate parking fees in accordance with a predetermined schedule.
- (iv) Operate the cash register, making proper change and following the proper procedure for the collection and safekeeping of money.
- (v) Prepare and complete a shift summary worksheet for each shift. Summary should include opening and closing numbers and a summary of paid and non-charge tickets collected.
- (vi) Prepare, sign deposit log and deposit cash in the safe. Must be witnessed by security attendant.
- (vii) Reconcile cash drawer at the beginning and the end of each shift.
- (viii) Provide general information and assit patrons when needed.
- (ix) Ensure that the booths are maintained in a clean and orderly manner at all times.
- (x) Notify management and other personnel in the event of malfunctioning equipment or unsafe conditions around the facility.
- (xi) Serve as secondary security.
- (xii) Patrol facility twenty-four (24) hours, seven (7) days a week stopping at electronic security checkpoints.
- (xiii) Compete handwritten guard reports.
- (xiv) Perform vehicle counts of the facility.
- (xv) Write and issue parking violations for illegally parked or unauthorized vehicles.
- (xvi) Salt and shovel sidewalks during off peak hours when necessary.
- (xvii) Other duties as assigned.

#### **SECTION 56.** Lead Toll Analyst

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### (a) <u>Job Summary:</u>

Under the direction of the ETC Program Manager is responsible for the daily auditing and analysis of all toll collectors, AUTHORITY toll revenue and traffic volume at all of the AUTHORITY's toll facilities. Responsible to train and assist with oversight of all department personnel.

#### (b) QUALIFICATIONS:

High school graduate or equivalent (G.E.D.). Minimum three (3) years experience in one of the following: accounting, auditing, statistics, toll auditing or equivalent. Must have demonstrated ability to use word processing and electronic spreadsheets. Ability to use all required office equipment and computers. Must be able to read, write and communicate effectively and efficiently. Must have a phone and be available in case of an emergency.

- (i) Responsible to and work under the direction of the ETC Program Manager.
- (ii) Final approval on the administration of all office audit and analysis and reports currently utilized in the performance of the job responsibilities and those reports or audits that may be developed in the future.
- (iii) Review and analyze all collector, automatic coin machine (ACM) and E-ZPass transactions and report on variances and lane violations.
- (iv) Record all collectors' bank changes, ACM and E-ZPass adjustments.
- Prepare reports on toll revenue and traffic activities utilizing electronic spreadsheets and word processing.
- (vi) Communicate required information with other departments as directed by ETC Program Manager.
- (vii) Maintain proper audit records, collectors' accounts, toll revenue and traffic records. Reconclie bank deposits against collector deposits.
- (viii) Evaluate and make recommendations regarding final audits generated by daily and monthly analysis.
- (ix) Determine and report any malfunctions of toll recording equipment, ETC equipment or the Host Auditing system.
- (x) Communicate and coordinate with the Tolls department regarding analysis of collector performance.
- (xi) On own initiative develop toll audit procedures, records and reports and make recommendations to the direct manager. Coordinate the activities of the toll audit functions with outside support services such as the bank and armored car service and the E-ZPass Customer Service Center.
- (xii) Coordinate the activities fo the Toll Audit Division with all other South Jersey Transportation AUTHORITY Divisions.
- (xiii) Responsible for the accuracy and timely submission of all monthly toll audit reports.
- (xiv) Schedule and perform on-site tour fund audits.

- (xv) Process claims for overpayments of tolls.
- (xvi) View VTDM as part of auditing role as needed.
- (xvii) Activate proximity cards for employees.
- (xviii) Maintain list of appropriate non-Revenue E-ZPass tag holders.
- (xix) Assits direct manager in formulating a department budget and recommends the purchase of office equipment and supplies.
- (xx) Trains new employees and summer help assigned to the Toll Audit Division.
- (xxi) Participate in meeting regarding key issues and concerns of the department, including monthly meetings at the New Jersey E-ZPass Customer Service Center.
- (xxii) Maintain confidentiality of varience reports and any special investigations.
- (xxiii) Must be able to read, write and communicate effectively and efficiently.
- (xxiv) Perform other related Toll Audit Division duties as assigned.

# ARTICLE XX TERM OF AGREEMENT

**SECTION 1.** This Agreement is effective 12:01 a.m. August 1, 2007, until 11:59 p.m. July 31, 2011 and thereafter from year-to-year, unless, at least sixty (60) days prior to the expiration date, either party shall notify the other in writing of its intention to terminate, modify or amend this Agreement.

**SECTION 2.** This agreement is effective upon execution by both parties.

# SIGNATURES

IN WITNESS WHEREOF, the parties have caused this contract to be executed under their hands and seals.

20 May 1 /1

South Jersey Transportation Authority	Local 196, Chapter 2, I.F.P.1.E., AFL/CIO
Stephen Dilts, Chairman  Set Pluble  Baft R. Mueller, Executive Director	Dominic Penn, President  Raph Subtla  Ralph Fichetola, Vice President
Kathleen Aufschneider, Deputy Executive	Frank Cianci, First Vice President
Director  Susan Drake, Board Secretary	Robert Juniewicz, Treasurer
	Carolyn Williams, Secretary
	Malerie Kennedy Sergeant-Ar Arms
	Leonard C. Schiro, Esquire UNION Attorney for Local 196
Dated: 11/4/09	Dated: 10 /19 /2009