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IMLR LIBRARY
RUTGERS UNIVERSITY
RYDERS LANE and CLIPPER AVENUE
NEW BRUNSWICK, N. J. 08903

NOV 16 '89

AGREEMENT

Between

Woodbridge Free Public Library
THE FREE PUBLIC LIBRARY OF WOODBRIDGE
WOODBRIDGE, NEW JERSEY

and

LOCAL #2923 AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES

(Librarians/Clerks)

X January 1, 1986 through December 31, 1987

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ARTICLE I
RECOGNITION

- A. The library recognizes Local Union #2923 as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all its employees in only the classifications listed under Appendix A attached hereto and by reference made a part of this Agreement and for such additional classifications as the parties may later agree to include, excluding however supervisors, security guards, confidential employees and all others.
- B. The title "employee" shall be defined to include the plural as well as the singular and to include males as well as females.

ARTICLE II
GRIEVANCE PROCEDURE

A. Definition

- 1. The term "grievance" shall mean any complaint by an employee that there has been a violation of this Agreement or any alleged misinterpretation or unfair application of board policy or a complaint by the Union that there has been a violation of this Agreement.

B. Purpose

- 1. The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may arise from time to time affecting employees.
- 2. Nothing contained herein shall be construed to prevent an employee from processing his own grievance.

C. Procedure

- 1. An aggrieved employee shall institute action under this procedure within ten (10) calendar days of the event giving rise to the grievance or within ten (10) calendar days of when the employee should reasonably have known of the event. Failure to act within said the (10) calendar day period shall be deemed to constitute a waiver of the grievance.
- 2. The aggrieved employee, with or without a steward present at the employee's option, shall discuss the matter first with his immediate supervisor in an attempt to resolve it informally. A decision shall be made within four (4) calendar days by such immediate supervisor.

3. If the grievance is not satisfactorily resolved, the same shall be reduced to writing and submitted to the next level of supervision (Head of the Main or Branch Library in the case of clerical and secretarial employees) within seven (7) working days of the decision in paragraph 2 above. If requested, the appropriate level of supervisor shall meet with the grievant who may be accompanied by the Union president or his designee. The appropriate level of supervisor shall render his decision in writing within ten (10) calendar days of receipt by him of the grievance or of the grievance meeting, whichever shall come later.
4. If the grievance is not satisfactorily resolved, the same shall be reduced to writing and submitted to the Library Director or his designee within seven (7) working days of the decision in paragraph 3 above. If requested, the Library Director or his designee shall meet with the grievant who may be accompanied by the Union president or his designee. The Library Director or his designee shall render his decision in writing within ten (10) calendar days or receipt by him of the grievance or of the grievance meeting, whichever shall come later.
5. If the grievance is not satisfactorily resolved in the above step, the decision of the Library Director or his designee may be appealed in writing to the Board of Trustees within seven (7) working days of receipt of such decision. The Board, or a committee thereof, shall meet if requested with the grievant who may be accompanied by the Union President or his designee and council representative. The Board shall render its decision in writing within thirty (30) calendar days of receipt of the appeal or of the grievance meeting, whichever may come later.
6. Only a grievance specifying a violation or misinterpretation of the Agreement may be appealed to arbitration. If the grievance is not satisfactorily resolved in the foregoing step, the aggrieved employee may elect to pursue his grievance under the provisions of the Civil Service Act in which case such election shall be deemed an absolute waiver of the option to appeal to arbitration. In the event the aggrieved employee does not elect to pursue his grievance under the provisions of the Civil Service Act, the Union may submit the grievance to arbitration under the rules of the New Jersey State Board of Mediation within ten (10) calendar days of receipt of the decision of the Board of Trustees with concurrent notice to the Board. Submission of the grievance to arbitration shall be deemed to constitute an absolute waiver of the option to appeal under the provisions of the Civil Service Act.
7. The arbitrator shall limit himself to the interpretation of the Agreement, to the issues submitted to him, and shall not add to, nor subtract anything from the Agreement between the

parties. The decision of the arbitrator shall be final and binding.

8. The costs for the service of the arbitrator shall be borne equally by the Union and the Library. Any other expenses incurred shall be paid by the party incurring same.
9. Failure by the aggrieved employee to observe the time limits of this Grievance Procedure shall constitute a waiver of further processing of the grievance.

ARTICLE III

DISCIPLINE

- A. An employee may be suspended, disciplined, or discharged only for just cause.

In the event of a suspension in excess of five (5) days or in the event of a termination, the employee shall be entitled to notice and hearing. At any such disciplinary hearing, the employee may be represented by the Steward, the local union president or designee, and a council representative.

In the case of a suspension of five (5) days or less, or a lesser disciplinary action, the employee may grieve the action through the Grievance Procedure as set forth herein.

- B. The Union may elect to appeal the matter to arbitration provided that such an appeal is joined in by the employee in writing. The election of the procedure will be deemed final and binding and constitute an absolute waiver of the employee's option to appeal under the Civil Service Procedure.
- C. In the event the employee involved elects the Civil Service Procedure, such election will be deemed final and binding and constitute an absolute waiver of the option to appeal the matter to arbitration.

ARTICLE IV

HOURS OF WORK

- A.
 1. The regular workday for full-time employees shall consist of eight (8) consecutive hours of work, including a one-hour lunch period.
 2. Part-time employees shall be scheduled at the discretion of the Director.
- B. So far as practicable, an employee's workday shall not be changed without reasonable notice.

- C. The regular work week shall consist of not more than forty (40) hours, including lunch periods.
- D. Employees shall be granted a total of twenty (20) minutes per day as a coffee break, and such coffee break may be one twenty-minute break during the day or may be two ten-minute breaks.
- E. Each employee shall be granted one (1) hour per day for lunch. If the lunch hour of librarians and supervising librarian assistants is interrupted, for ten (10) minutes or more by reason of library duties, such lost time shall be returned to the librarians and supervising librarian assistants as straight compensatory time to be taken only at a time approved by the proper supervisor.
- F. In the event of inclement weather, every effort to report to work will be made on the part of staff members unless otherwise officially notified. If the Library is closed due to inclement weather, those employees who are either not notified to not report or are notified to report shall receive equal compensatory time for all time worked.

In the event the Library officially has a late opening, employees scheduled to work and who report shall suffer no loss of pay.

- G. If an employee is recalled to work after leaving his post of employment or on his days off, he shall be guaranteed two (2) hours payment at time and one half.
- H. All overtime work shall be assigned on a rotating basis among the employees within a necessary job classification. The supervisor shall not be a part of the rotation but when assigned shall be unrestricted in performing the work necessary. In the event of an emergency, the Library shall call out those persons deemed necessary to correct the emergency situation. In the event an employee replies he is unavailable to be called in, he shall be considered as if he had accepted for rotation purposes.
- I. The Library shall attempt to hire a qualified librarian for only Sunday work at a rate established by the Library. Sunday work shall be voluntary providing those volunteering are qualified to perform the necessary work and sufficient employees in the opinion of the supervisor concerned to volunteer. If there are insufficient employees in the opinion of the supervisor, the supervisor shall assign in reverse seniority order the number from the seniority roster he/she/ considers sufficient on a rotating basis from among those he/she considers qualified. With the approval of the supervisor, the employees may trade or give away Sunday work with other qualified employees.
- J. Overtime shall be one and one-half (1-1/2) times the base hourly rate after thirty-five (35) hours per week or after the regular

workday, except as necessitated by summer hours scheduled, and shall be paid in money or compensatory time at the election of the employee. Effective January 1, 1987 all hours worked on a Sunday will be paid at double the hourly rate.

ARTICLE V

NONDISCRIMINATION

The Library and the Union agree that there shall be no discrimination or favoritism exercised by either for reasons of sex, age, nationality, marital status, race, religion, political affiliation, Union membership or lack of Union membership, participation in or lack of participation in legal Union activities.

ARTICLE VI

SENIORITY

- A. Layoff or recall of permanent employees shall be in accordance with seniority in each job classification.
- B. In the event of a layoff, permanent employees shall be recalled in accordance with Civil Service regulations and notification to such recalled employees shall be by certified mail to the employee's last listed address.

ARTICLE VII

POSTING

- A. Notice of all vacancies shall be posted on employee bulletin boards, with a copy provided to the Union president. Newly created positions, vacancies, or promotional jobs are to be posted in the following manner: classification, location, rate of pay, hours of work, person to contact.
- B. Members of the bargaining unit who are applicants for openings shall be notified of the disposition of their applications prior to publication of the names of the successful applicant.

ARTICLE VIII

TRANSFERS

- A. In filling job vacancies, the Library Director will give consideration to an employee's written request for transfer provided such request is in the best interests of the Library.

- B. In considering such requests for transfer by two or more employees, seniority shall be the determining factor provided ability to perform the duties of the job is equal. Decisions with respect to filling job vacancies shall be determined by the Library at its sole discretion.
- C. Decisions made by the Library Director concerning involuntary transfers, filling of job vacancies and requests for transfers may be grieved up to and including the level of the Board but shall not be arbitrable.

ARTICLE IX

HOLIDAYS

- A. Each employee shall be entitled to fourteen (14) paid holidays per year, with the Library having the sole right to designate holidays. Usually, such fourteen (14) paid holidays shall be as follows:

- New Year's Day
- Martin Luther King's Birthday (the 3rd Monday in January)
- Lincoln's Birthday
- Washington's Birthday (the 3rd Monday in February)
- Good Friday
- Memorial Day (the last Monday in May)
- Independence Day
- Labor Day
- Columbus Day (the 2nd Monday in October)
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Employee's Birthday

- B. It shall be at the sole discretion of the Library to determine if the Main Library and/or any branch Library are to be open any portion of a paid holiday. In the event it is so determined, the Library shall designate a crew and such crew shall receive at least one and one half (1 1/2) hours of overtime for each hour such employee works on that day.
- C. If Labor Day, Memorial Day or Independence Day falls on a Friday, Saturday, Sunday, or Monday, the Library will close on Saturday giving employees a three (3) day weekend.
- D.1. The Library shall close at 1:00 P.M. the day before Christmas and the day before New Year's Day. If Christmas or New Year's Day should fall on Monday, the Library shall close at 1:00 P.M. on the Saturday preceding.

2. If Christmas or New Year's Day shall fall on a Saturday, the Library shall be closed the Friday immediately prior, the Saturday and the following Sunday and the employees shall suffer no loss of pay. If Christmas or New Year's Day shall fall on a Sunday, the Library shall be closed the Saturday immediately prior, the Sunday, and the following Monday, and the employees shall suffer no loss of pay.
3. If Christmas or New Year's Day shall fall on a Tuesday, Wednesday, Thursday, or Friday, the Library shall close at 1:00 P.M. the day immediately prior as well as be closed the full day of Christmas and/or New Year's and the employee shall suffer no loss of pay. One half of the work force shall be assigned to duty the day prior to Christmas, and the remaining one half the day prior to New Year's Day.

ARTICLE X

VACATIONS

- A. An employee may apply for his vacation at any time during the twelve (12) months preceding the date of his proposed vacation. If two or more employees apply for the same vacation date at the same time, any conflict in scheduling shall be resolved on the basis of seniority. Vacation time not used in any one year must be used in the next vacation year. In the event an employee applies after April 1 for that same calendar year, such application is subject to denial based upon reasonable Library needs and the vacation time must then be reapplied for.
- B. Vacation time for all employees covered by this Agreement shall be computed as follows:

Librarians

after one (1) year - twenty (20) work days
twenty (20) to twenty-five (25) years - twenty-eight (28)
work days
over twenty-five (25) years - thirty (30) workdays

Clerks

one (1) to three (3) years - twelve (12) workdays
over three (3) to seven (7) years - fifteen (15) workdays
over seven (7) to ten (10) years - eighteen (18) workdays
over ten (10) to twenty (20) years - twenty (20) workdays
twenty (20) to twenty-five (25) years - twenty-eight (28)
workdays
over twenty-five (25) years - thirty (30) work days

ARTICLE XI

LEAVE OF ABSENCE

- A. Sick leave shall be granted in accordance with the Rules and Regulations of the New Jersey Division of Civil Service.
- B. In the event of death in the immediate family, the employee shall be granted five (5) consecutive work days of leave with pay. For the purpose of this clause, immediate family shall be defined as father, mother, spouse, child, sister brother, father-in-law, mother-in-law, grandparents, grandchildren. In the event of the death of a brother-in-law, sister-in-law, son-in-law or daughter-in-law, the employee shall be granted three (3) consecutive working days of leave with pay.
- C. The Board, upon reasonable notice, shall permit six (6) work days with pay each odd calendar year (such as 1983, 1985, etc.) and twelve (12) workdays with pay each even calendar year (such as 1982, 1984, etc.) to be utilized by the Union for convention or other Union-sponsored legal activity. Such six (6) or twelve (12) workdays are assigned to the Union and may be utilized, as example, by one employee for a maximum total of six (6) or twelve (12) workdays per calendar year or, for example, by six (6) or twelve (12) separate employees for one (1) workday each for a maximum of six (6) or twelve (12) workdays per calendar year. Such six (6) or twelve (12) workdays may be divided among librarians, clerks, custodians and maintenance personnel but shall not exceed six (6) or twelve (12) per year.
- D. Maternity leave shall be granted only to employees on permanent Civil Service status. An employee may first utilize accumulated unused sick leave and, if necessary, shall be placed on unpaid leave of absence for the remainder of the required time. The Board may, as it deems necessary, require a doctor's certificate to determine if pregnancy exists, if an employee is physically capable of continuing or returning to work.
- E. If an employee is required to serve on jury duty and such service requires his presence beyond noon he shall receive a full day's pay for each such day of jury duty. If such employee is dismissed from jury duty prior to noon, he shall immediately report for work and shall then receive a full day's pay.
- F. An employee who is a member of the Armed Forces shall be granted such leave of absence as is required by and in accordance with applicable state and federal law.
- G. Effective January 1, 1982, the Board shall institute the Township disability plan in place of the disability plan formerly used by the Board.

ARTICLE XII

PERSONAL LEAVE

Employees covered by this Agreement shall, upon reasonable advance notice, be entitled to three (3) days of personal leave of absence with pay in each calendar year, subject to the following:

- (1) Personal Leave of absence may be used for emergencies, religious holidays or days of religious observance, personal business, or other personal affairs;
- (2) Personal leaves may be taken in conjunction with holidays and vacation days with prior approval of the Supervisor. Two weeks notice shall be required. Seniority will govern, and requests shall not be unreasonably denied; however, the union recognizes that permission is within the sole discretion of the supervisor who will not withhold permission for arbitrary reasons.
- (3) Requests for such leave shall, except in case of emergencies, be made in writing on forms listing the above reasons, and the employee must check the reason upon which his request is made.

Further information concerning the reason for the request must be supplied to the Library Director should he request it.

ARTICLE XIII

MANAGEMENT RIGHTS

The Library hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including the right and responsibility to direct the affairs of the Library and all its various aspects, such as but not limited to the right to direct the working force, to plan, direct, and control all the operations and services of the Library; to determine the methods, means, organization, and personnel by which said operations and services are to be conducted; to subcontract out work and services; to relieve employees due to lack of work or for other legitimate reasons, to make and enforce reasonable rules and regulations (such rules shall be equitably applied and enforced); to change or eliminate existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provision of this Agreement and that a grievance may be filed by the Union alleging such conflict.

In the event the Library decides to subcontract out work or services, it will notify the Union of such intention and, if requested, negotiate the impact of such action upon the terms and conditions of employment of employees covered by this Agreement.

ARTICLE XIV

NO STRIKE

The Union shall not instigate, call, engage in, or advocate the direct sanction of a strike, work stoppage, mass absenteeism, or any other form of reprisal which will interfere with the provision of Library service to the community.

The commission of such action by the local Union or its members shall be deemed a violation of the Agreement. In the event of violation, the local Union and/or its officers, agents, and members shall be subject to appropriate penalties.

ARTICLE XV

WORK RULES

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

ARTICLE XVI

UNION SECURITY

- A. The Library agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Library by the treasurer of the Union and the aggregate deductions of all employees shall be remitted to the treasurer of the Union together with a list of names of all employees for whom the deductions were made on or about the 10th day of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this Agreement, or as may otherwise be provided in applicable statutes.
- B. Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit, and any employee previously employed within the unit who does not join within ten (10) days of reentry into employment with the unit shall, as a condition of employment, pay a representation fee to the Union by automatic payroll deduction. The representation fee shall be in an amount equal to eighty-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular Union membership dues, fees and assessments. The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Union remains the

majority representative of the employees in the unit, provided that no modification is made in this provision by a successor Agreement between the Union and the Employer. For the purposes of this provision, employees employed on a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

- C. The Union agrees to save the Library harmless from any action of actions commenced by any employee against the Library, for any claim arising out of such deduction, and the Union assumes full responsibility for the disposition of the funds so deducted once they have been turned over to the Union as provided. Errors made by the Library in the deduction and/or remittance of monies under this Agreement shall not be considered by the Union as a violation of this Agreement.

ARTICLE XVII

UNION STEWARDS AND UNION REPRESENTATION

- A. A written list of Union officials and stewards shall be furnished to the Library immediately after their designation, and the Union shall notify the Library promptly of any changes of such Union stewards or officers.
- B. Representatives of the Union, who are not employees of the Library, may be permitted to visit with employees during working hours with the permission of the Library Director.
- C. The Board shall permit the Union officers and stewards to meet on Library premises once monthly. However, no employee shall be absent from duty for such meeting for more than two (2) hours, and such meetings must have advanced scheduling with the approval of the Library Director.

ARTICLE XVIII

RIGHTS OF VISITATION

The Council representative shall have admission to the Employer's premises at any time during working hours for the purpose of ascertaining whether this Agreement is being carried out in good faith or for the purpose of assisting in the adjustment of any grievance which may have arisen. No such representative, however, shall have the privilege of roaming about the premises, but shall first apply to the Library Director or his designee for permission to visit, which permission shall be reasonable granted, it being understood, however, that such representative shall not, in any way, interfere with the working of the Library during working hours and that this privilege shall be so exercised as to keep at a minimum time lost thereby to the Employer.

ARTICLE XIX

WAGES

- A. Effective January 1, 1986, each employee in the bargaining unit as of January 1, 1986, shall receive a wage increase of five percent (5%).
- B. Employees entitled to overtime compensation may elect to receive such compensation in money or compensatory time.
- C. Effective January 1, 1987 employees shall receive wage increases in accordance with the following step system.

STEP SYSTEM

There shall be the following nine (9) grade levels with the titles set forth in each grade. (See Appendix B)

The wage rates and steps for the nine (9) grade levels shall be as set forth in Appendix C.

In addition, the following conditions shall apply in implementing the step system.

1. All employees on the payroll as of January 1, 1987 shall have an anniversary date established solely for the purpose of the Step System in accordance with the following schedule:

Employees on January 1, 1987 who have been in grade for
17 to 20 or more years --- January 15th anniversary date;
13 to 16 years --- February 15th anniversary date;
10 to 12 years --- March 15th anniversary date;
8 to 9 years --- April 15th anniversary date;
7 years --- May 15th anniversary date;
6 years --- June 15th anniversary date;
5 years --- July 15th anniversary date;
2 to 4 years --- August 15th anniversary date;
1 year --- September 15th anniversary date;
less than 1 year --- October 15th anniversary date.
2. Employees on the payroll as of January 1, 1987 who are on the next to last step, at the last step or beyond the last step shall receive a minimum of a eight percent (8%) wage increase above their existing rate.
3. All employees hired after January 1, 1987 shall have an anniversary date of the 15th of the month in which they were hired for purposes of the Step System.
4. New employees shall normally be hired at the first step of the salary scale for their respective grades. The Employer reserves the right to hire new employees and to give them

credit for comparable experience for purposes of placing employees on the salary steps. Should the Employer determine to hire a new employee at a level greater than entry level then the Employer shall meet with the Union President to discuss the reasons for such decision. The Employer will not abuse their use of discretion and will not be arbitrary or capricious in its application.

5. At the time of promotion an employee shall have a 6% amount added to their existing salary. The employee shall then receive the wage of the next highest wage step on the salary scale set forth in Appendix C on the effective date of the promotion. The employee shall also receive the next applicable step in their grade on their next anniversary date.

- D. 1. The Board agrees to pay, as a fringe benefit, the following longevity plan:

2 1/2 % of base salary for 5 to 10 years of service;

4 1/2 % of base salary for 10 to 14 years of service;

5 1/2 % of base salary for 14 to 20 years of service;

7 % of base salary for 20 to 25 years of service;

8 1/2 % of base salary for 25 and over years of service.

2. The Board agrees to pay prorated longevity to any employee so entitled who terminates in good standing during the year.
3. The Board agrees to use employment seniority as a means to determine the years of established service by the employee.

- E. 1. Effective January 1, 1982, the plan and method utilized by the Township in determining severance payment upon retirement or death based upon a portion of accumulated unused sick leave shall be incorporated into this Agreement.

2. As of the signing of this Agreement, such plan and method involves the payment upon retirement or death only of one-half (1/2) of accumulated unused sick leave not to exceed \$12,000.00. The Library Director shall be notified of a retirement in October of the year preceding the retirement year. Failure to do so may result in withholding payment for unused sick leave until the year following the retirement year.

- F. For the duration of this Agreement the Board shall continue granting those insurance benefits provided by the Township of Woodbridge, including eyeglass, prescription and dental. If the portion paid by the employer is increased, the amount of the increase shall not be borne by the employee.

1. To the extent money is available for this purpose, the Board will reimburse an employee for tuition only of formal course work subject to the following conditions:
 - a. The formal course work must, in the opinion of the Library Director, be job related.
 - b. Application must be made to the Library Director in sufficient time that approval may be granted by the Board prior to the beginning of such formal course work.
 - c. Such formal course work must be taken by the employee at a time other than the time such employee is scheduled for work. If such employee can be rescheduled so no conflict exists, this shall be done.
 2. Only those employees whom the Board assigns to take formal course work shall be reimbursed for tuition, expenses, and the time necessary for such course work.
- G. In the event an employee, at the request of the Library and properly scheduled, works a split-shift requiring travel to and from work twice within one (1) normal workday, such employee shall receive an additional one (1) hour of compensation at his regular rate, however, not to exceed six dollars (\$6.00) as travel payment, and such travel payment shall be computed only as straight time and not included for the purposes of determining overtime compensation.
- H. The meal allowance shall be six dollars and fifty cents (\$6.50). Meal and travel allowances, if less than fifteen dollars (\$15.00), will be paid within three (3) working days.
- I. Effective January 1, 1987 any employee promoted shall in the next pay period receive an increase of at least six percent (6%).
- J. The mileage payment shall be twenty cents (\$.20) per mile.
- K. If an employee works a higher classified position for twenty (20) consecutive work days he/she shall begin drawing on the twenty-first (21st) work day and shall continue thereafter for as long as such employee does the work at the higher classification, the minimum rate for the higher paid position or a six percent (6%) increase in his/her own rate, whichever is higher, but in no event shall the new rate be more than the maximum of the higher rated position.

ARTICLE XX

GENERAL PROVISIONS

- A. Bulletin boards shall be made available by the Employer at each of

the work locations for the exclusive use of the Union for the purpose of posting Union announcements and other information of non-controversial nature.

- B. It is understood and agreed that if any provision of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction such decision of the court shall apply only to the specific provision of the Agreement affected by such decision and all other provisions shall continue in full force and effect.
- C. It is agreed that representatives of the Employer and representatives of the Union will meet from time to time upon request of either party to discuss matters of general interest or concern, matters which are not necessarily a grievance as such.
- D. The library shall make available to all present and future employees, copies of this Agreement.
- E. A job description shall be in each employee's personnel folder. Upon reasonable notice an employee may be permitted to inspect his job description, evaluations, and any disciplinary notice.
- F. On paydays or on the day the employee receives his/her check, individual time for lunch shall be extended by fifteen (15) minutes.

ARTICLE XXI

MISCELLANEOUS

- A. The Library and the Union acknowledge this to be their complete contract and inclusive of all negotiable issues whether or not discussed and hereby waive any right to further negotiations on any issues presented.
- B. The provisions of this Agreement shall be subject to and shall not annul or modify existing applicable provisions of Federal, State, and Local laws and ordinances or any properly enacted amendments, additions, or deletions thereto, except as specifically permitted thereby.
- C. The Board in making provisional appointments shall give due consideration to merit, qualifications, experience, and the decision of the Board shall not be arbitrable.
- D. Librarians or clerks, on a staggered preapproved schedule, shall be permitted the time to attend the New Jersey Library Association annual convention. Necessary expenses shall be reimbursed up to the limitation passed by the Board and shall be based upon the presentation of proper and adequate receipts.

ARTICLE XXII

DURATION

This Agreement shall take effect as of January 1, 1986 and shall remain in effect until December 31, 1987. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

Signed this 20th day of November 1986

THE FREE PUBLIC LIBRARY OF
WOODBIDGE, NEW JERSEY

William J. Farley
James M. Matthews

LOCAL #2923 AMERICAN FEDERATION
OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES

Florence J. Kapacki

Samuel B. Kates Co. 73 AFSCME
WITNESS

APPENDIX A

TITLES COVERED BY UNION CONTRACT:

Library Intern
Principal Librarian
Senior Librarian
Junior Librarian
Library Trainee
Principal Account Clerk
Principal Clerk Typist
Senior Clerk Steno
Senior Clerk Typist
Clerk Typist
Supervising Library Assistant
Senior Library Assistant
Junior Library Assistant
Principal Library Assistant
Graphic Artist
Office Appliance Operator

APPENDIX B

NINE (9) GRADE LEVELS WITH TITLES:

GRADE I

Junior Library Assistant
Clerk Typist
Office Appliance Operator

GRADE II

Senior Library Assistant
Senior Clerk Typist
Investigator, Library

GRADE III

Principal Library Assistant
Principal Clerk Typist
Building Maintenance Worker
Library Clerk Driver

GRADE IV

Graphic Artist
Senior Maintenance Repairer

GRADE V

Supervising Library Assistant
Principal Account Clerk

GRADE VI

Library Interne
Library Trainee

GRADE VII

Junior Librarian

GRADE VIII

Senior Librarian

GRADE IX

Principal Librarian

APPENDIX C

WAGE RATES AND STEPS

Pay Grade	1987 Base	FULL TIME EMPLOYEES					
		A	B	C	D	E	F
I 5%	9,550	10,028	10,529	11,055	11,608	12,188	12,797
II	10,508	11,033	11,585	12,164	12,773	13,411	14,082
III 6%	11,771	12,477	13,226	14,019	14,860	15,752	16,697
IV	12,712	13,475	14,281	15,141	16,049	17,012	18,033
V 7%	14,200	15,194	16,258	17,396	18,613	19,916	21,310
VI	15,000	16,050	17,174	18,376			
VII	18,720	20,030	21,433	22,933			
VIII	19,729	21,110	22,588	24,169	25,861	27,671	29,608
IX	22,822	24,420	26,129	27,958	29,915	32,009	34,250

Pay Grade	1987 Base	PART-TIME EMPLOYEES					
		A	B	C	D	E	F
I 5%	5.25	5.51	5.79	6.07	6.38	6.70	7.03
II	5.77	6.06	6.36	6.68	7.02	7.37	7.74
III 6%	6.47	6.85	7.27	7.70	8.16	8.65	9.17
IV	6.98	7.40	7.85	8.32	8.82	9.35	9.91
V 7%	7.80	8.35	8.93	9.56	10.23	10.94	11.71
VI	8.24	8.82	9.43	10.10			
VII	10.28	11.00	11.78	12.60			
VIII	10.84	11.60	12.41	13.28	14.21	15.20	16.27
IX	12.54	13.42	14.36	15.36	16.44	17.59	18.82

PRESENT
PAY
GRADE

	A	B	C	D	E	F	G
VII 7%	19,720	20,030	21,322	22,933			
VIII	19,729	21,110	22,588	24,169	25,861	27,671	29,602
IX	22,822	24,420	26,129	27,958	29,915	32,009	34,250

PROPOSED
PAY
GRADE

	A	B	C	D	E	F	G
VII 7%	20,500	21,935	23,470	25,113			
VIII	22,500	24,075	25,760	27,563	29,492	31,556	33,764
IX	24,500	26,215	28,050	30,014	32,115	34,363	36,768