



**COLLECTIVE BARGAINING  
AGREEMENT**

Between

**Rutgers, the State University  
of New Jersey**

and

**AFSCME Local 1761**  
(COLT – Clerical, Office, Laboratory and Technical)

**July 1, 2018 – June 30, 2022**



# Table of Contents

Agreement.....	iii
Article 1 – Purpose .....	1
Article 2 – Recognition .....	1
Article 3 – Union Security .....	2
Article 4 – Union Representatives .....	2
Article 5 – Nondiscrimination .....	3
Article 6 – Rules and Regulations.....	4
Article 7 – Labor/Management Conferences.....	4
Article 8 – Grievance Procedure.....	4
Article 9 – Seniority and Layoff .....	8
Article 10 – Vacation Eligibility and Allowance .....	11
Article 11 - Holidays .....	13
Article 12 – Rest periods .....	13
Article 13 – Sick Leave.....	14
Article 14 – Bereavement Leave.....	15
Article 15 – Pregnancy/Childbirth, Adoption, Child Care Leave .....	16
Article 16 – Military Leave .....	16
Article 17 – Leave of Absence Without Pay .....	17
Article 18 – Jury Duty .....	18
Article 19 – Administrative Leave .....	18
Article 20 – Salary .....	19
Article 21 – Biweekly Pay .....	22
Article 22 – Anniversary Dates .....	22
Article 23 – Promotion Compensation .....	23
Article 24 – Acting Capacity.....	23
Article 25 – Overtime.....	23
Article 26 – Call Back Pay .....	24
Article 27 – Auto Allowance.....	24
Article 28 – Change in Workshifts.....	25
Article 29 – Shift Preference.....	25
Article 30 – Layoff, Resignation Notice .....	25
Article 31 – Technological Change .....	26
Article 32 – Job Posting Procedure .....	26

Article 33 – Position Classification Review ..... 29

Article 34 – Job Evaluation Manual ..... 30

Article 35 – Bulletin Boards ..... 30

Article 36 – Safety Committee ..... 31

Article 37 – University Procedures..... 31

Article 38 – Retirement and Life Insurance Benefits ..... 31

Article 39 – Health Benefits ..... 31

Article 40 – Ten-Month Employees..... 31

Article 41 – Personnel Files ..... 32

Article 42 – General Provisions ..... 32

Article 43 – Workday ..... 34

Article 44 – VDT Operations ..... 35

Article 45 – Severability ..... 35

Article 46 – Printing of Agreement ..... 35

Article 47 – Management Rights..... 35

Article 48 – University Closings ..... 36

Article 49– Direct Deposit ..... 37

Article 50 – Federal Family & Medical Leave, New Jersey Family Leave,  
New Jersey Safe Act Leave..... 37

Article 51 – Workplace Democracy Enhancement Act..... 38

Article 48 – Term ..... 40

Appendix A..... 41

Appendix B..... 2

Appendix C..... 3

Appendix D..... 5

Appendix E..... 13

Appendix F ..... 15

Addenda..... 19

## **Agreement**

This Agreement, made and entered into the 13<sup>th</sup> day of March, 2019, by and between RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY (hereinafter called "Rutgers") and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL CIO; New Jersey Council 63; and its affiliate LOCAL UNION No. 1761 (hereinafter called the "Union").



## Article 1 – Purpose

Rutgers and the Union have entered into this Agreement for the purpose of establishing conditions under which employees as hereinafter defined shall be employed to work for Rutgers and procedures for the presentation and resolution of grievances, and to regulate the mutual relations among themselves with the view of promoting and ensuring harmonious relations, communications, cooperation and understanding between Rutgers and its employees.

## Article 2 – Recognition

1. Rutgers recognizes the Union as the sole and exclusive negotiations representative for wages, hours, terms and conditions of employment of its employees as hereby defined.
2. The terms “employee” and “employees” as used herein shall include all regular employees, both full time and part time employees\* (those scheduled to work for twenty (20) hours or more per week), employed in the classifications listed under Appendix “A” attached hereto and included herein by reference and made a part of this Agreement, and for regular employees in such other classifications as the parties hereto may later agree to include; but excluding all probationary employees, confidential employees as agreed previously by Rutgers and the Union, students, casual employees and temporary employees, faculty, professional employees, supervisors, employees in the jurisdiction of other unions now recognized by Rutgers, and all other employees of Rutgers.

\* Inclusion in the unit does not change the current benefits for part-time employees.

### 3. Definitions

- A. Temporary Employee – A temporary employee is defined as an individual who is hired to work on an hourly basis as an interim replacement or for any short term work. If an individual is hired to perform a job which, if it were a regularly appointed position would be included in the negotiations unit, that individual will not be retained in that job for more than twelve (12) consecutive months, with a four (4) month extension if necessary. Beginning in July 1991, when such individual has worked for twelve (12) months in such job, the University will notify the Union, and the Union will grant the four (4) month extension. If the department needs to retain the individual in this capacity beyond sixteen (16) months, the University will notify the Union prior to the expiration of the sixteen (16) months. If agreement is not reached on this further extension for this individual prior to the expiration of the sixteen (16) months, the individual will not be retained by the department.
- B. Casual Employee – A casual employee is defined as an employee who is employed on an intermittent basis.
- C. Regular Employee – A regular employee is defined as an employee appointed

on a ten (10) or twelve (12) month continuous salaried basis with a specific or indefinite expiration date.

## **Article 3 – Union Security**

### **A. Union Dues**

Rutgers agrees to deduct from the paycheck the biweekly Union dues of each employee, as defined herein, who furnishes a voluntary written authorization for such deduction, on a form acceptable to Rutgers. Employees may withdraw such authorization by providing written notice to Rutgers during the ten (10) business days following each anniversary date of their Rutgers seniority date as reflected in the seniority list provided to the Union. Within five (5) business days of receipt of written notice from an employee of revocation of authorization for payroll deduction of dues, Rutgers shall provide written notice to the Union of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of dues shall be effective on the thirtieth (30th) calendar day after the anniversary date of Rutgers seniority date as reflected in the seniority list provided to the Union. In the event there is a judicial decision invalidating this language in Section 6 of the Workplace Democracy Enhancement Act, each employee may cancel such written authorization giving written notice of such cancellation to Rutgers and the Union between December 15 and December 31 of any year effective January 1 of the ensuing year. The amount of Union dues to be deducted by Rutgers from the employee's paycheck shall be in such amount as may be certified to Rutgers by the Union at least thirty (30) days prior to the date on which deduction of Union dues is to be made. Deduction of Union dues made pursuant hereto shall be remitted by Rutgers to the Union every four (4) weeks together with a list of the names of employees from whose pay such deductions were made.

### **B. Indemnification**

The Union hereby agrees to indemnify, defend, and save harmless the University from any claim, suit or action, or judgments, including reasonable costs of defense which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this Agreement.

## **Article 4 – Union Representatives**

1. Authorized representatives of the Union, who are not employees of Rutgers, shall be admitted to the premises of Rutgers. At the time of entering the premises of Rutgers, the Union representatives shall make their presence and destination known to the Office of Labor Relations or the Division Head, or his/her representative responsible for the area to be visited.
2. Stewards (not to exceed 41 in number throughout the University) shall be designated in specific, geographic areas. Names of the employees selected to



act as Stewards and their areas of responsibility and the names of other union representatives who represent employees shall be certified in writing to Rutgers by the local Union.

3. Stewards shall be granted a reasonable amount of time during their regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President or his/her designee shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to present, discuss and adjust grievances with Rutgers, provided such person is an employee of Rutgers. When a designee is assigned to act in a particular grievance, the Union will give Rutgers prior notice. Neither a steward, nor a Union officer nor a designee shall leave his/her work without first obtaining permission of his/her immediate supervisor, which permission shall not be unreasonably withheld.
4. The Union may have ten (10) members, who are in the bargaining unit covered by this Agreement, on the contract negotiating committee and six (6) members on the economic reopener. Rutgers agrees that these members shall not lose pay for time spent during their regular working hours while serving in such capacity.
5. Rutgers agrees to permit authorized representatives of the Union employed by Rutgers to take time off without loss of pay for the purpose of attending Union conventions, conferences and educational classes, provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed one hundred ninety (190) days. Permission for such time off must be obtained from Rutgers. Such permission shall not be unreasonably withheld. Names of persons attending such activities and time to be charged shall be certified in writing to the Office of Labor Relations.
6. The Union shall be permitted to meet with new employees in AFSCME Local 1761 covered positions for fifteen (15) minutes immediately following the completion of regularly scheduled new employee orientations conducted by University Human Resources. Such new employees must report, unless otherwise excused, back to their employing units following said meeting with the Union.

## **Article 5 – Nondiscrimination**

There shall be no discrimination by Rutgers or the Union against any employee or applicant for employment because of race, creed, color, sex, religion, age, marital status, national origin, disability, status as a Vietnam era Veteran or disabled Veteran, membership or nonmembership in the Union or sexual orientation.

## **Article 6 – Rules and Regulations**

Rutgers may establish and issue reasonable rules and regulations concerning the work to be performed by, and the conduct of, its employees, and it shall apply and enforce such rules and regulations fairly and equitably. These rules and regulations shall not be inconsistent with the terms of this Agreement, and Rutgers will make every reasonable effort to have prior discussion on those rules and regulations that may be of general interest or concern as provided for in Article 7. Neither party waives any rights it may have by virtue of New Jersey statutes.

## **Article 7 – Labor/Management Conferences**

A Labor/Management Conference is a meeting between the Union, the Office of Labor Relations and such other representative of Rutgers as appropriate, to consider matters of general interest and concern other than grievances. Such a meeting may be called by either party, shall take place at a mutually convenient time and place and may be attended by no more than five (5) Union Representatives employed by Rutgers who shall not lose pay for time spent during their regular working hours at such a meeting. International Representatives and/or Council Representatives may attend such meetings. The work place should be free from harassment. Any claims of harassment shall be the subject of a Labor/Management Conference. Agreements reached at Labor/Management Conferences will be reduced to writing.

## **Article 8 – Grievance Procedure**

1. A grievance is defined as any claimed violation of any provision of this Agreement or of any Rutgers policy relating to wages, hours or other terms or conditions of employment of the employees. The procedure set forth herein is the sole and exclusive remedy for any and all claims pertaining to the provisions of this Agreement.
2. All grievances, regardless of the Step at which they are initiated, must specifically cite which provision of this Agreement and/or Rutgers policy is alleged to have been violated. The Union shall endeavor to set forth specific information indicating the factual nature of the grievance. This language is not intended to preclude the Union from amending its grievance.
3. Any grievance of an employee, or of the Union, shall be handled in the following manner:

### Step 1

The grievance shall initially be presented within fourteen (14) calendar days after the occurrence of the event or knowledge of the event out of which the grievance arises. The grievance shall be presented in writing citing the alleged violation. The grievance normally shall be presented to the employee's immediate supervisor or the person with the authority to resolve the grievance. If the employee so requests, the steward may be present at any meeting that takes

place at this level in attempting to adjust the grievance. Such meeting shall be held within ten (10) working days after the grievance is submitted in writing. The first level of supervision shall give his/her answer in writing within fourteen (14) calendar days after the grievance is submitted in writing.

In cases where the event giving rise to the grievance is not initiated by the employee's immediate supervisor, the grievance initially shall be presented to the first level of supervision having authority to affect a remedy.

### Step 2

If the grievance is not resolved at Step 1, the employee or the Union may within fourteen (14) calendar days of the written answer forward the grievance to the second level of authority with a copy to the first level of authority and to the Office of Labor Relations. If a Step 2 grievance is filed by an individual employee, the employee shall also send a copy to the Union president. This second level of authority shall within fourteen (14) calendar days of receipt of the written grievance hold a meeting. The employee shall be entitled to be accompanied by the steward and/or by either a Union officer or the president's designee. This second level of authority shall send to the employee, to the representative(s) present at the hearing, to the Union president, to the first level of authority and to the Office of Labor Relations his/her written answer within fourteen (14) calendar days after the date of such meeting.

### Step 3

If the Union is not satisfied with the Step 2 answer, the Union may within fourteen (14) calendar days of receipt of that answer submit to the Office of Labor Relations in New Brunswick and where appropriate to the Personnel Officer in Newark the written statement of the grievance along with a written request for a Third Step Hearing.

Such hearing shall take place at a mutually agreeable time and place not later than fourteen (14) calendar days after receipt of the written request for such hearing. The employee shall be entitled to be present. The steward, and/or either the Union President or his/her designee shall be present, and the Council representative may be present.

The Third Step Hearing Officer shall give his/her written decision to the employee and to the Union within fourteen (14) calendar days after such hearing. These fourteen (14) calendar days may be extended by mutual agreement.

If the Union believes that the third step Hearing Officer has based his/her decision on material not presented or referenced at the third step, the Union may request a reconvening of the hearing to review or rebut this material.

A general grievance, one that may affect all or a group of employees, may be presented by the Union at Step 3.

#### Step 4

If the Union is not satisfied with the decision of the Third Step Hearing Officer, the Union may within thirty (30) working days after the receipt of the written decision of the Third Step Hearing Officer submit the grievance to binding arbitration.

Rutgers and the Union agree that the arbitrator to be chosen jointly shall be selected from a panel or panels to be provided by the American Arbitration Association, except that for the life of this Agreement the arbitrator will be chosen from panel(s) provided by the Public Employment Relations Commission. The arbitrator will be selected in accordance with the rules and procedures of the agency.

The costs and expenses incurred by each party shall be paid by the party incurring the costs except that the fees of the neutral arbitrator and the administering agency shall be borne equally by Rutgers and the Union.

When documents are discovered by the University which were not presented at third step but which will be used at arbitration the University will provide such documents to the Union four (4) working days prior to the arbitration hearing, with the parties realizing that situations may necessitate shorter notice.

4. No arbitrator functioning under the provisions of the grievance procedure terminating at Step 4 in binding arbitration shall have the power to amend, modify or delete any provision of this Agreement.
5. In the case of discharge, the grievance may begin at Step 2 above.
6. In the case of grievances relating to selection of a candidate under the Promotion and Transfer Procedure, Steps 1, 2, and 4 above shall be utilized.
7. Holidays and University closures shall not be counted in computing the time limits provided for above. Any written decision or written answer to a grievance made at any step which is not appealed to the succeeding step within the time limits provided, or such additional period of time as may be mutually agreed upon in writing, shall be considered a final settlement and such settlement shall be binding upon Rutgers, the Union and the employee or employees involved.
8. An employee shall not lose pay for the time spent during his/her regular working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees, during regular working hours, at the Step 4 meeting of the grievance procedure, such employees shall not lose pay for such time.
9. In the event of the discharge for cause of any employee, Rutgers shall promptly give written notice of the discharge to the employee's steward and attempt to give telephone notice to the President of the Union or the Vice President of the Union responsible for the campus on which the discharged employee had been employed.

10. Rutgers and the Union agree to process a grievance over a discharge in an expeditious manner.
11. Rutgers shall provide a copy of any written reprimand which is to be made part of the employee's central personnel file to the employee and to the President, or in Newark and Camden to the Vice President. The employee shall sign such reprimand, the signature serving only to acknowledge that he/she has read the reprimand. Any employee may file a grievance with respect to any document written to the employee which expresses dissatisfaction with his/her work performance or conduct and with which he/she does not agree.

Annually, through a joint letter from the Union and the Office of Labor Relations, employees will be informed that a document from a supervisor to an employee which expresses dissatisfaction with the employee's work performance or conduct may be grieved under this article.

When an employee's record is free from any disciplinary action for a period of one (1) year, any letters of reprimand or documents which express dissatisfaction with the employee's work performance or conduct in the employee's record shall be deemed to be removed.. When an employee's record is free from any disciplinary action for a period of three (3) years, any letters of suspension contained in the employee's record shall be deemed to be removed.

12. If an employee is being questioned about his/her work performance or conduct and if the employee has a reasonable belief that the answers to such questions will result in discipline, then the employee may request that a steward be present.
13. No employee shall be discharged, suspended or disciplined in any way except for just cause and the sole right and remedy under this Agreement of any such employee shall be to file a grievance through and in accordance with the grievance procedure.
14. If Rutgers should exceed the time limits in replying to any grievance at any step in the grievance procedure, the grievance may be advanced to the next step.
15. In addition, an employee may appeal the interpretation, or application of agreements and administrative decisions which affect terms and conditions of employment, as that concept has been defined by law, by presenting such appeal for determination to the Office of Labor Relations.
16. AFSCME Steward Trainees shall be permitted by the Step One, Step Two or Step Three hearing officer to attend such hearing, provided that the steward trainee has received permission from his/her supervisor to be in attendance at such hearing.
17. Grievance meetings and hearings should not be scheduled during employees' scheduled time off, without consent of the Union. This provision does not apply to employees terminated, or employees suspended if the scheduled meetings and hearings fall during the term of the suspension.

18. The purpose of the grievance procedure is to secure promptly and at the lowest possible level equitable solutions to the problems which may arise affecting the terms and conditions of employment.

## **Article 9 – Seniority and Layoff**

1. All employees shall be considered as probationary employees for the first ninety (90) calendar days of their employment. The probationary period may not be extended without concurrence of the Union. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of Rutgers and they shall not be entitled to utilize the provisions of Article 8 – Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of commencement of their employment. In the event that two (2) employees have the same seniority date, their respective seniority shall be determined by alphabetical order of their last names.
2. Seniority for full time and part time type 1 employees for the purpose of this article shall be based upon an employee's continuous length of service in the bargaining unit, except that employees employed on grant funds shall be credited with their seniority after thirteen (13) months of continuous service in the bargaining unit. Part time employees' seniority shall be maintained on separate seniority lists for Camden, Newark and New Brunswick.
3. The Office of Labor Relations shall maintain seniority lists of employees by seniority units, copies of which shall be furnished to the Union.

Seniority units are as defined as follows:

- a. Camden
  - b. Newark
  - c. New Brunswick
4. An employee's seniority shall cease and his/her employee status shall terminate for any of the following reasons
    - a. Resignation or retirement
    - b. Discharge for cause
    - c. Continuous layoff for a period exceeding six (6) months for employees with less than two (2) years continuous service; continuous layoff for a period exceeding one (1) year and one (1) day for employees with two (2) years or more continuous service.
    - d. Failure of laid off employee to report for work either (i) on date specified in written notice of recall mailed seven (7) or more calendar days prior to such date, or (ii) within three (3) working days after date specified in written notice of recall mailed less than seven (7) calendar days prior to such date, unless return to work as herein provided is excused by Rutgers. Written notice of

recall to work shall be sent by Rutgers by certified mail, return receipt requested, to the employee's last known address as shown on Rutgers' personnel records.

- e. Failure to report for work for a period of three (3) consecutive scheduled working days without notification to Rutgers of a justifiable excuse for such absence.
  - f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused by Rutgers, and such excuse shall not unreasonably be withheld by Rutgers.
5. When Rutgers decides to reduce the number of employees in any particular job title on a campus (New Brunswick, Newark, Camden), the employee(s) so affected may displace the least senior employee in his/her job title who is also less senior than the affected employee, provided he/she has the requisite qualifications and abilities to perform the work available; if the affected employee does not have the requisite qualifications and abilities to perform the work available, the provisions of paragraph (6) shall apply.

*Special Conditions*

If the job title identified pursuant to the above paragraph has Special Condition(s) that the affected employee cannot perform, the affected employee may then displace the next least senior employee in such job title in the seniority unit, who is less senior in the job title than the affected employee, provided the affected employee has the requisite qualifications and abilities to perform the work available. This process in respect of Special Conditions shall continue until a bump within the affected employee's job title in the seniority unit, for which the affected employee has the requisite qualifications and abilities to perform the work available, has been identified, or all eligible positions pursuant to this provision have been exhausted. If after this process no such bump has been identified, the provisions of paragraph (6) below shall apply

6. If the affected employee does not have the requisite qualifications and abilities to perform the work available in order to displace the less senior identified employee(s) in the affected employee's job title, the affected employee may displace the least senior employee, who is also less senior than the affected employee, in the next lower rated classification in his/her expanded job family (Appendix B) in the seniority unit, for which the affected employee has the requisite qualifications and abilities to perform the work available.

*Special Conditions*

If the job title identified pursuant to paragraph (6) has Special Condition(s) that the affected employee cannot perform, the affected employee may then displace the next least senior employee in such job title in the seniority unit, who is less senior in the job title than the affected employee, provided the affected employee has the requisite qualifications and abilities to perform the work available. This

process in respect of Special Conditions shall continue until a bump within the affected employee's job title in the seniority unit, for which the affected employee has the requisite qualifications and abilities to perform the work available, has been identified or all eligible positions pursuant to this provision have been exhausted.

7. Any employee(s) so displaced may in turn displace the least senior employee, who is also less senior than the affected employee, in the next lower rated classification in his/her expanded job family in the seniority unit for which he/she has the requisite qualifications and ability to perform the work available.
8. Employees hired on a 10 month basis shall not be entitled to utilize the provisions above during the off season of July and August. Such employees may apply to the Division of Personnel for casual work during this period without jeopardizing the status of their regular appointment.
9. Employees laid off during a layoff which persists for thirty (30) calendar days or less shall not be entitled to displace any other employee during this layoff period. Such temporary layoff is not subject to the notification provisions of Article 30. This paragraph 9 which is intended for extraordinary circumstances shall not be utilized to circumvent the other seniority and layoff provisions of this Article.
10. Any employee exercising his/her right to displace another employee with less seniority in any lower rated job title shall be paid at the rate of such job in accordance with regulations governing an employee being assigned to a lower rated title, but not more than the maximum of such job.
11. Employees laid off from Rutgers shall be recalled to work in their seniority unit from layoff in order of their seniority to a position in the same job title as the one vacated at time of layoff provided that they have the requisite qualifications and ability to perform the work available. Such employees may apply to the Division of Personnel for casual work without jeopardizing their rights of recall.
12. For purposes of layoff and recall, the President, three Vice Presidents, the Secretary/Treasurer, Recording Secretary, Corresponding Secretary and all recognized stewards, or an alternate steward temporarily filling the role of the steward during the absence of the steward, shall be granted top seniority in their seniority units during their terms of office, provided that they have the requisite qualifications and ability to perform the work available at the time of layoff or recall. The Union will provide the University with a list of names and geographic areas of responsibility of these persons holding the positions described as being granted top seniority and will keep the list current.
13. An employee who is promoted or permanently transferred to a job or position not covered by this Agreement shall retain and accumulate seniority in the seniority unit from which he/she was promoted or transferred only for a period of one (1) year from the time of his/her promotion or transfer, during which period of time the employee may be returned to work in a position comparable to the one which he/she held at the time of his/her promotion or transfer.



14. In determining requisite qualifications and abilities to perform the work available, Rutgers will give the same consideration to employees exercising their seniority rights as they would to new employees in qualifying for the specific position.
15. If a department lays off an employee but continues to employ a casual employee (Type 4) to perform the same or similar functions as the laid off employee, the department will offer that employee that work as a Type 4, as an option to termination of employment, if the employee has the qualifications and ability to perform it. The employee will be paid at the rate the casual employee was being paid. An employee who elects to work as a casual employee will remain on the recall list in accordance with the Agreement.
16. When there is more than one vacancy in the job title of an affected employee, all of the vacancies in that title in the seniority unit will be considered the least senior.

## **Article 10 – Vacation Eligibility and Allowance**

Regularly appointed full time employees are eligible to accrue vacation at the rate of one (1) day for each full month employed during the first fiscal year they are employed. Employees will be able to use accrued vacation time as soon as such time is credited. A maximum of the number of days' equivalent to an employee's current yearly vacation accrual may be carried forward into the succeeding year. No employee will be able to carryover more than his or her accrual rate, and the balance of unused vacation time beyond the allowed carryover will be subject to forfeiture.

As of July 2010, the vacation balance on the days remaining report in Absence Reporting System (ARS) will reflect all accrued vacation time (the sum of carryover amount, vacation time earned in previous year and vacation accrual date).

Where a University holiday falls within an approved vacation period, it is not counted as a vacation day except if the vacation allowance is being paid upon resignation or death. If an employee becomes ill during five (5) or more of his/her vacation days, he/she may request that that portion of his/her vacation during which he/she was ill be converted from vacation time to sick leave provided that:

1. He/she was hospitalized during his/her vacation period; or
2. He/she was under a doctor's care for illness other than a chronic condition during the course of his/her vacation.

In order to be eligible for such conversion of vacation to paid sick leave, the employee must submit acceptable evidence of hospitalization or of a doctor's attendance. When a death occurs in the immediate family while an employee is on vacation, bereavement time may be charged.

Any vacation allowance accrued at the time of retirement must be taken prior to the effective date of retirement. The retiring employee is entitled to any unused vacation earned in the previous fiscal year plus the amount of vacation accrued on a pro rata

basis for service in the fiscal year in which retirement occurs. The total amount may exceed the normal annual allowance. If a holiday falls within the vacation period, it is not counted as a vacation day.

Upon separation, an employee shall be entitled to payment for his/her accrued vacation allowance. Such allowance shall include any unused vacation earned in the previous fiscal year plus the amount of vacation earned in the fiscal year when separation occurs.

Payment will be made for unused vacation allowance of a deceased employee who had been a regularly appointed staff member. Such payment shall be for any unused vacation earned in the previous fiscal year, and vacation accrued on a pro rata monthly basis for service in the fiscal year in which death occurs.

Vacation allowances are based on fiscal years of service as follows:

- |                                  |   |
|----------------------------------|---|
| 1. Less than one year of service | One full working day for each full month of service |
| 2. One through twelve years      | Fifteen working days                                |
| 3. Thirteen through twenty years | 20 working days                                     |
| 4. Over twenty years             | 25 working days                                     |

When an employee completes twelve (12) years of service during a fiscal year, he/she will earn vacation for the remainder of the fiscal year at the rate of 1 2/3 days for each full month of service. When an employee completes twenty (20) full years of service during a fiscal year, he/she will earn vacation for the remainder of that fiscal year at the rate of two (2) days for each full month of service.

Vacations must be scheduled at the convenience of each department according to departmental work requirements. Request for vacations shall not be unreasonably denied. Any vacation time taken must be recorded in the ARS as vacation time is used.

Vacations shall be taken at the convenience of the department with consideration given to employees' preferences.

In the event of any conflict, the employee with the greater seniority shall be given preference.

Vacation schedules, once decided, cannot be changed without mutual agreement by all employees affected, subject to approval by supervision.

The rate of vacation pay shall be the employee's regular straight time rate of pay.

An employee who makes a written request for vacation shall receive a written response to said request within 14 calendar days from the date the request is received. An employee who makes a written request for vacation more than 30 calendar days in advance, of the requested date(s), shall receive a written response within 14 calendar days from the date the request is received. The written response shall approve, reject or defer a decision to a specific later date.

An employee on vacation shall not be unreasonably returned to work from said vacation unless an emergent situation has arisen which requires the employee's presence and

no other employee is available or qualified to remedy the emergent situation. Upon request from the employee, the employee's supervisor shall provide within 14 days of the emergency a written explanation of the emergency.

Any employee who is recalled to work from a scheduled vacation day in response to an emergency shall be guaranteed a minimum of four (4) hours of work or compensation in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.

If an employee is recalled to work from a scheduled vacation day(s) in June of a fiscal year and the employee is unable to reschedule the vacation day(s) during the same fiscal year, resulting in a potential forfeiture of such day(s) for excessive carryover, the employee shall not be required to forfeit such day(s). The employee shall be permitted to carry over such day(s) to the next fiscal year.

An employee who is recalled to work from a scheduled vacation and who is unable to return to work from the scheduled vacation shall not be subject to discipline.

## **Article 11 – Holidays**

The regular paid holidays observed by Rutgers are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. When any of the above holidays falls on a Sunday, the following Monday is observed in lieu of the holiday. When any of the above holidays falls on a Saturday, the preceding Friday will be observed in lieu of the holiday.

In addition, Rutgers shall observe as holidays either one (1) full holiday or two (2) half holidays during the Christmas Season, three (3) other holidays to be annually determined by Rutgers, and two (2) holidays to be selected by the individual employee. Employees shall be eligible for the individually selected holidays after six (6) months of employment and the rules for their use will be governed by those applicable to administrative leave as provided in Article 19 of this Agreement.

An employee whose regularly scheduled day off falls on a University holiday may request a particular day off in that pay period as an Alternate Day off. If the request can be granted without interfering with the needs of the department, it will be granted. If the department determines that its needs do not permit granting that day, the department may assign another day during that pay period as the Alternate Day off. If the employee is not given an Alternate Day off during that pay period the University holiday counts as compensable hours toward overtime.

## **Article 12 – Rest periods**

Where the nature of the work lends itself to pauses during the workday, full time employees working in such an environment are eligible, during each one-half shift, for either an aggregate of fifteen (15) minutes rest period or for one 15-minute rest period.

In those situations where the nature of the work is continuous and uninterrupted, (for example, when an employee(s) is required to remain at a definite station or machine), full time employees working in such an environment are eligible for a formally scheduled rest period of fifteen (15) minutes during each one half shift. These provisions shall not be utilized to permanently deny an employee a rest period.

Part-time employees are eligible for either an aggregate of fifteen (15) minutes rest period, or for one fifteen (15) minute rest period, for each one half shift the employee is regularly scheduled to work.

If it is necessary to leave the work station, it is understood that there be sufficient coverage of said work station. Type of rest period and scheduling of such shall be at the discretion of the employee's supervisor. Rest period time is not cumulative.

## **Article 13 – Sick Leave**

Sick leave is defined as a necessary period of absence because of the employee's own illness or for exposure of the employee to contagious disease.

Sick leave may also be used for pre-planned medical (including physical therapy) and dental appointments provided that the employee submits a request as soon as is practical with the expectation that the employee shall provide at least one week's notice if possible. Requests shall not be unreasonably denied. All requests shall be consistent with medical confidentiality. Upon request, the employee shall provide verification from the employee's medical or dental provider of the date and time of the appointment. If a request is initially denied and the employee provides verification of the medical necessity of the specific date and time of the appointment, the employee's request to utilize sick time for that date shall not be denied.

The meaning of sick leave may be extended to include a charge to the employee's accrued sick leave time to provide medical care to a seriously ill family member as defined in the special circumstances described below. The number of days that the employee may charge to accrued sick leave time for the special circumstances described in sections 1 and 2, below, shall not exceed a total of fifteen (15) days per fiscal year.

### Special Circumstances:

1. Emergency Attendance.

Employee's emergency attendance on a member of the employee's immediate family (mother, father, spouse, child, step child, foster child, sister, brother, grandmother, grandfather) who is seriously ill.

2. Medically Certified Care.

Employee's attendance upon the employee's seriously ill spouse, parent, or child at a hospital, health care facility, or at home, or the employee's transport of the employee's seriously ill spouse, parent, or child, to medical treatment, when properly certified by a Health Care Provider on the form designated in Appendix E. Use of sick time will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover such situations as illness not defined as seriously ill, matters unrelated to medical needs, baby-sitting, running errands, and/or running a business for the family member while he/she is ill.

Full-time employees earn fifteen (15) days of sick leave in each fiscal year at the rate of 1-1/4 days per month. During the first year of employment, employees will earn sick leave at the rate of one (1) day per month of service except that employees appointed on July 1 will earn sick leave at the rate of 1-1/4 days per month.

Unused sick leave is cumulative.

Employees are expected to notify their supervisor by telephone, email or text as designated by their supervisor at the beginning of the work day on which sick leave is used and to keep the supervisor adequately informed should the absence extend beyond one day.

Employees who require more sick time than accumulated will have their pay adjusted accordingly except that the employee may charge such time to vacation or administrative leave. In such cases, all sick leave policies will apply. Employees may request that the supervisor make available for the employee's review a current record of the employee's sick leave, such request will not be unreasonably denied.

## **Article 14 – Bereavement Leave**

An employee who is absent from work due to death in the immediate family (mother, father, spouse, domestic partner, partner in a civil union, step mother, step father, child, step child, ward, foster child, foster mother, foster father, sister, brother, grandmother, great grandmother, grandfather, great grandfather, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, any relative of the employee residing in the employee's household, child of a partner in a civil union, child of a domestic partner, parent of a partner in a civil union, parent of a domestic partner, step sister or step brother) may charge up to three (3) days for such absence to attend the funeral or for mourning. Such time must be initiated within seven (7) calendar days from notice of the date of death. If such notification exceeds the date of death by more than seven (7) days, a department may require verification of notification. However, in the event that the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days of absence to be charged to bereavement leave.

In the event of the death of an employee's brother-in-law or sister-in-law, the employee may request to use one (1) day of available vacation time, administrative leave, or personal holiday time. Such request will not be unreasonably denied.

If an employee requests to use available vacation time to extend the bereavement leave, it will not be unreasonably denied.

## **Article 15 – Pregnancy/Childbirth, Adoption, Child Care Leave**

- A. Pregnancy/Childbirth An employee desiring to work during pregnancy must furnish Rutgers with a physician's certificate indicating the expected date of birth and the physician's opinion as to how long the employee may continue to work. Unless the University requires an additional medical opinion, the employee will be permitted to work until the time specified by her own physician. An employee who is unable to work during pregnancy because of a disability may charge the time to vacation, administrative leave, personal holiday or sick leave to the extent it is available. For the period of disability after childbirth, she may also charge vacation, administrative leave, personal holiday or sick leave to the extent it is available. If sick leave is not available, the employee should apply for temporary disability insurance. An employee who has no earned time to charge will be given a leave of absence without pay in accordance with Article 17 and may elect to continue Rutgers benefit programs by personal contributions while on such leave.

The employee must keep the department fully advised as to due date, expected date of return, whether she will also request Family Leave to care for the child, and any complications that may keep her from returning to work on the expected date of return. She will be reinstated to her original position under most circumstances, or to a position of similar status and pay. If necessary, the department may fill the position on an interim basis with the clear understanding that this is a temporary arrangement which will be terminated at the time she returns.

An employee who wishes to work part-time for some period before childbirth should discuss this request with her supervisor to determine whether such request can be accommodated.

This policy applies to all female employees regardless of marital status.

- B. Adoption An employee who wishes to take unpaid time off upon placement of a child for adoption should apply for Family Leave. Family Leave will be granted in accordance with the provisions of the Act.
- C. Child Care Leave An employee who wishes to take unpaid time off for child care after the birth of a child should apply for Family Leave. Family Leave will be granted in accordance with the provisions of the Act.

The provisions of B. and C. apply to male and female employees.

## **Article 16 – Military Leave**

### **1. Training**

Any full time regularly appointed employee who is a member of a reserve component of the armed forces of the United States of America shall be entitled to a leave of absence with pay for the usual prescribed training period not to exceed fifteen (15) working days per year. Such leave shall not be charged against vacation time.

The employee must give the supervisor a two (2) week advance notice of such leave and must present to the supervisor a copy of the official governmental orders authorizing the military training.

## 2. Induction or Enlistment

Any full time regularly appointed employee, excluding grant and temporary employees, who initially enters active service in any branch of the armed forces of the United States of America for more than six (6) months either voluntarily or pursuant to law shall be granted a leave of absence without pay for the period of such service plus ninety (90) days immediately following separation.

Such an employee, unless dishonorably discharged, shall be entitled to reemployment by Rutgers provided application for reemployment is made prior to expiration of the leave.

In case a service connected disability prevents the employee from returning to work within the normally prescribed time, the employee may request that the leave be extended and upon submitting to Rutgers substantiating medical evidence, a six (6) month leave extension may be granted, the total of such extensions not to exceed twelve (12) months from the date of separation.

Upon reemployment, the returning veteran employee's salary shall be adjusted to reflect any normal increments or general adjustments the employee would have received had the employee continued working for Rutgers.

Sick leave days will not accrue during the military service leave but the time will count as University service in applying vacation scales and with regard to seniority.

## **Article 17 – Leave of Absence Without Pay**

1. An employee may submit a written request for leave of absence without pay for consideration by Rutgers. Based on the needs of the department, approval of such request will not be unreasonably denied.
2. An employee who is unable to perform the duties of his/her job title because of illness or injury shall be given a leave of absence without pay. Such leave of absence shall be limited to a period of three (3) months, but shall be renewable for a justifiable reason for additional three (3) month periods, not to exceed a total leave of absence of ten (10) months.
3. Employees on leave of absence shall retain and accumulate seniority during such leaves of absence. Upon expiration of an employee's leave of absence, the employee shall be returned to his/her former position, if it is open, or to a position comparable to the one previously held.
4. Employees on leave without salary for one (1) month or longer do not accrue vacation or sick leave benefits. Employees on leave of absence due to injuries



occurring in the course of and arising out of employment for Rutgers, will earn sick leave and vacation until workers' compensation payments cease.

5. Effective December 10, 2015, employees shall be eligible to participate in Rutgers' Compassionate Leave Program. Donated leave time shall be charged concurrently with any applicable leave entitlement under the Federal Family and Medical Leave Act (FMLA) and/or New Jersey Family Leave (NJFLA).

## **Article 18 – Jury Duty**

Rutgers shall grant time off with full normal pay to those employees who are required to serve on jury duty during such periods as the employee is actually serving. If jury duty does not require a full day, it is expected that the employee will return to his/her duties.

If an employee whose regular work schedule is an afternoon or night shift is required to serve on jury duty during non-shift hours, the employee will be released from his/her scheduled work shift on the date(s) of jury duty for an amount of time equal to the non-shift hours spent on jury duty, not to exceed the number of hours in the employee's regularly scheduled workday.

Employees are required to submit to their supervisors the notification of jury duty upon receiving it and to submit verification of daily attendance upon return to work.

## **Article 19 – Administrative Leave**

Full time employees shall be granted three (3) days administrative leave at the beginning of each fiscal year. Employees hired after the beginning of the fiscal year shall be granted a half (1/2) day administrative leave after each full calendar month of service in the first fiscal year of employment to a maximum of three (3) days.

Employees appointed on a 10 month basis shall be granted administrative leave on the same basis except the maximum shall be two and one half (2 1/2) days per year. Administrative leave for part time employees shall be prorated in accordance with the length of their work week.

Administrative Leave shall be granted by Rutgers upon request of the employee and shall be scheduled in advance provided the request can be granted without interference with the proper discharge of the work in the work unit involved. Requests for such leave shall not be unreasonably denied.

Administrative Leave may be used for personal business, including emergencies and religious observances. Administrative Leave may be taken in conjunction with other types of paid leave. Where there are more requests at one time than can be granted without interfering with the proper conduct of the work unit, priorities in granting such requests shall be: (1) emergencies; (2) religious holidays; and (3) personal matters. If there is still a conflict, the matter will be resolved on the basis of seniority within the work unit. In the case of an emergency, where advance notice and approval are not possible, requests for Administrative Leave for emergencies shall not be unreasonably denied.



Administrative Leave must be scheduled in minimum units of one (1) hour.

Such leave shall not be cumulative. Unused balances in any year shall be cancelled. An employee who leaves employment shall not be required to reimburse Rutgers for earned days already used.

## Article 20 – Salary

1. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.
2. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor/Management Conference under Article 7.
3. Preface

The following salary adjustments are subject to the appropriation of and allocation to the University by the State of adequate funding for the specific purposes identified for the full period covered by this Agreement.

When it is possible to do so, salary detail as to overtime and rates will be printed on check stubs.

### I. Application Of The Subject To Language In The Preface To This Article

In the event the University intends to withhold any of the economic provisions of this Article by invoking the “subject to” language in the prefatory paragraph of this Article, it is agreed that the invocation of the “subject to” language will be based on a determination by the University that there exists a fiscal emergency.<sup>1</sup> If the University invokes the prefatory “subject to” language following the determination of a fiscal emergency, the University agrees as follows:

- A. The University shall provide AFSCME Local 1761 with written notice of at least twenty-one (21) calendar days. The Notice shall contain a detailed explanation for the determination by the University that a fiscal emergency exists and shall specify the action the University intends to take to address the fiscal emergency at the conclusion of the twenty-one (21) calendar day notice period.

If due to a reduction in State funding/appropriations to the University for the next fiscal year, the University determines that a fiscal emergency exists and if based on the date the University learns of the reduction it is not possible to provide the full twenty-one (21) calendar days’ notice, the University shall provide the maximum notice possible. If the University provides fewer than twenty-one days’ notice, upon request of AFSCME

---

<sup>1</sup> The determination of whether a fiscal emergency exists shall not be limited to whether there is a reduction in State appropriations/funding.

Local 1761 negotiations pursuant to paragraph 3 below shall commence within 72 hours; however, the University shall be permitted to delay the implementation of salary increases during the shortened period of negotiations.

- B. Along with the Notice provided to AFSCME Local 1761 pursuant to paragraph 1 above, the University shall provide the latest available statements/financial documents, as follows:
- The financial information upon which the University relies as the basis for its claim that a fiscal emergency exists;
  - The audited financial statements for the prior fiscal year;
  - Quarterly Statement of Net Position (Balance Sheet) for the current fiscal year;
  - Current projection of the Income Statement for the Unrestricted Educational and General Operating Funds (Operating Budget) for the current fiscal year;
  - Quarterly Statement of Cash Flows (Statement of Cash Flows);
  - Unaudited End of Year financial statements for the statements listed above;
  - University budget request submitted to the Department of Treasury for past, current and upcoming fiscal years; and
  - The University's Unrestricted Operating Budget for the current fiscal year and budget for the upcoming fiscal year.

AFSCME Local 1761 may request in writing additional financial information. Disputes over the provision of information shall be decided by the designated arbitrator on an expedited basis.

- C. During the notice period, upon written request by AFSCME Local 1761, the University shall commence negotiations over measures to address the fiscal emergency. The University is not obligated to negotiate to impasse in order to withhold any of the economic provisions of this Article. At any point during the notice period AFSCME Local 1761 may file a category one grievance pursuant to paragraph 5 below.
- D. AFSCME Local 1761 agrees that during the notice and negotiation period it will not initiate any legal action, in any forum, to challenge the University's intended action other than as specified in paragraph 3 above.
- E. If the parties have not agreed upon measures to address the fiscal emergency, AFSCME Local 1761 may file a grievance under Article 8 of the Agreement. The grievance shall proceed directly to arbitration. Such arbitration shall be concluded within ninety (90) days of implementation of

the University's decision to withhold any of the economic provisions outlined above in this Article.

The arbitrator shall determine whether a fiscal emergency existed (exists) at the University based on the evidence presented. The arbitrator shall not have the authority to reallocate University funds. The arbitrator's decision shall be binding on all parties.

The parties designate Arbitrator Bonnie Weinstock to hear disputes that arise under this Article. The parties designate Arbitrator Joseph Licata as an alternate to hear such disputes. If neither arbitrator is available to hear the dispute consistent with the provisions of this Article, the parties shall mutually agree upon another arbitrator.

## II. Salary Program

### A. Fiscal Year 2018-2019 (July 1, 2018 – June 30, 2019)

1. Each eligible employee will receive a normal merit increment on the appropriate anniversary date provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the day of ratification and continues to be on the payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the increment.
2. Effective October 1, 2018, employees who are eligible for the Senior Rate, as set forth in paragraph E below, shall retroactively receive a 2.5% increase to their base salary provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the day of ratification and continues to be on the payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the Senior Rate payment.

### B. Fiscal Year 2019-2020 (July 1, 2019 – June 30, 2020)

1. Each eligible employee will receive a normal merit increment on the appropriate anniversary date provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the increment.
2. Effective October 1, 2019, employees who are eligible for the Senior Rate, as set forth in paragraph E below, shall receive a 2.5% increase to their base salary provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the Senior Rate payment.

### C. Fiscal Year 2020-2021 (July 1, 2020 – June 30, 2021)

1. Each eligible employee will receive a normal merit increment on the appropriate anniversary date provided that the eligible employee is on

the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the increment.

2. Effective October 1, 2020, employees who are eligible for the Senior Rate, as set forth in paragraph E below, shall receive a 2.75% increase to their base salary provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the Senior Rate payment.

D. Fiscal Year 2021- 2022 (July 1, 2021 – June 30, 2022)

1. Each eligible employee will receive a normal merit increment on the appropriate anniversary date provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the increment.
2. Effective October 1, 2021, employees who are eligible for the Senior Rate, as set forth in paragraph E below, shall receive a 2.25% increase to their base salary provided that the eligible employee is on the University's payroll in an AFSCME Local 1761 negotiations unit position on the payment date of the Senior Rate payment.

E. Senior Rate

Effective September 1, 2014, there shall be a new category in the salary guide identified as the "Senior Rate". Following service of one year at Step 9 of the Salary Guide contained in Appendix D, an employee shall move to the Senior Rate on the appropriate anniversary date.

F. Senior Rate Promotions and Upgrades

In the event that an employee at the Senior Rate receives a promotion or upgrade to a new salary range, said employee shall receive a 1.5% increase to his/her current base salary or shall be placed at the appropriate step of the new salary range on the salary table, whichever is greater.

G. Salary Schedule

Effective July 1, 2006, a ninth step will be added to the salary schedule in effect on June 30, 2006.

## **Article 21 – Biweekly Pay**

Employees are to be paid on a bi weekly basis.

## **Article 22 – Anniversary Dates**

A new employee is assigned an initial salary anniversary date based on the effective date of appointment. When the date of appointment is the first day of the calendar

quarter, that date, in the next fiscal year, becomes the initial anniversary date. When the date of appointment occurs after the first day of a calendar quarter, the first day of the following calendar quarter, in the next fiscal year, becomes the initial anniversary date. An employee's anniversary date may, however, change as a result of other actions such as promotion or salary adjustments.

## **Article 23 – Promotion Compensation**

1. Upon promotion, an employee's salary is increased one increment in his/her present range; then, if no step in the new range is equal to this increased rate, his/her salary will be adjusted to the next higher rate.
2. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.
3. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor/Management conference under Article 7.

## **Article 24 –Acting Capacity**

When Rutgers appoints by written notice an employee to temporarily work in a higher title in an acting capacity as an interim replacement for a period of ten (10) calendar days or more, the employee will be paid, retroactively to the first day of his/her temporary assignment, a rate of pay which would be equal to the rate the employee would receive if he/she were promoted to the higher title. It is not the intention of the University to rotate such assignments solely for the purpose of circumventing this benefit. If such assignment is not put in writing to the employee, the employee will not be held accountable for performing the higher level work.

## **Article 25 – Overtime**

1. Overtime hours requested and authorized by the employee's supervisor beyond forty (40) hours in the standard workweek shall be paid at the rate of one and one half the employee's regular hourly rate. Effective July 1, 2004, hours worked beyond thirty five (35) but less than or equal to forty (40) hours in the standard workweek by employees whose regular workweek is thirty five (35) hours shall be compensated by either paying the employee's regular hourly rate, or by providing compensatory time off at a time and one half rate at the supervisor's discretion.
2. The standard workweek to be used in computing overtime hours and pay requirements will extend from 12:01 a.m. Saturday through Midnight Friday.
3. Overtime Distribution – Rutgers will make every reasonable effort to provide for an equitable distribution of overtime work among employees in each job classification within each work unit, after taking into consideration the nature of

the work to be performed during the overtime hours and the qualifications and abilities of the employees in the work unit. Employees shall be expected to work a reasonable amount of overtime upon request. Any refusal of overtime work shall be recorded as an opportunity to work overtime by the employee. The Union shall have access to the overtime record on a reasonable basis. If, because of refusals to work overtime, there are an insufficient number of employees available to perform the overtime work, Rutgers may assign the overtime work to the necessary number of the least senior employees in the work unit who have the qualifications and abilities to perform the work.

4. Scheduled overtime work, not of an emergency nature, will be offered at least forty-eight (48) hours in advance. When such notice has not been given, scheduled overtime will be on a voluntary basis.

Except for emergency situations, before mandatory overtime is assigned, other services such as voluntary overtime or call-back will be explored.

In a situation where an employee is directed to remain at work beyond his/her normal shift in a mandatory overtime occurrence, the employee may request to leave at the end of his/her normal shift. Such a request may not be unreasonably denied.

5. Paid time off for vacation, sick leave, holidays, administrative leave and jury duty is counted as hours worked in determining the number of hours an employee has worked in a given week.
6. Holiday Premium: An eligible employee who is authorized to work on an observed holiday will, in addition to his/her regular pay for the day, earn compensation at time and one half the employee's normal rate for all hours worked.

## **Article 26 – Call Back Pay**

Any employee who is called back to work after he/she has completed his/her regular shift and has left his/her place of work shall be guaranteed a minimum of four (4) hours work or compensation in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by his/her supervisor.

## **Article 27 – Auto Allowance**

No employee will be required to use his/her car for Rutgers business unless Rutgers designates his/her job as one requiring use of the employee's car, or designates such requirement as a result of change in job content.

Neither may an employee use his/her personal car on Rutgers business unless advance approval is given by the employee's supervisor.

The employee must carry Automobile Liability Insurance with liability limits of at least 25/50/10. The cost of any physical damage to the vehicle is the sole responsibility of the owner. Any accident must be reported to the Rutgers Insurance Department.

Use of a personal car on authorized Rutgers business is reimbursable at the prevailing reimbursement rate as specified in University Regulations and Procedures.

## **Article 28 – Change in Workshifts**

Prior to effecting a change of one hour or more in the regular starting time of work shifts, Rutgers will give at least fourteen (14) calendar days notice to affected employees and will discuss such change and the need for same with the representatives of the Union, unless circumstances, such as in emergency situations, make such notice and prior discussion impracticable.

Prior to effecting a temporary change of work location requiring transportation, the affected employee will receive notice of such change no later than the previous work day. If such notice is not timely given, the Department will provide the employee with a means of transportation to and from that location, if necessary.

## **Article 29 – Shift Preference**

When a vacancy occurs or a new job is created within a given job classification in a work unit having more than one shift, any employee in the same classification may elect, in accordance with seniority, to change his/her shift to that shift in which the opening occurs, provided in the judgment of supervision that the efficiency of the particular operation will not be impaired by such a change and provided that no employee shall voluntarily exercise his/her seniority rights for such purpose more than once in any year. No employee shall be considered for a change in shift unless he/she shall in writing have requested a change in shift no earlier than six (6) months and no later than two (2) weeks before any such opening occurs.

Effective July 1, 2007, a shift premium of fifty (\$.50) cents per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 9:00 p.m. and before 4:00 a.m.

Effective July 1, 2007, a shift premium of forty (\$.40) cents per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 3:00 p.m. and before 9:00 p.m.

Paid time off is considered to be time worked for eligibility for payment.

Employees must be employed on the date of payment in order to receive this payment.

## **Article 30 – Layoff, Resignation Notice**

Rutgers agrees that prior to any layoff it will, except in case of emergencies, give at least twenty-five (25) calendar days notice to the employees affected (except

probationary employees), and in consideration therefore, the Union agrees that the employees covered by this Agreement will, except in case of emergencies, give at least fourteen (14) calendar days notice prior to resigning from employment.

## **Article 31 – Technological Change**

The University shall have the sole right to make technological and other such major changes in its operation as it may deem advisable for its efficient operation. However, prior to the introduction of any such changes, the University shall notify the Union of such contemplated changes and of any opportunities for training. In the event the introduction of any new process or equipment results in layoff of persons, these matters shall also be discussed with the designated Union representative prior to their introduction. Any such layoffs shall be made pursuant to the layoff procedure in Article 9.

## **Article 32 – Job Posting Procedure**

The procedure to be used by the employer to indicate a promotional opportunity or a transfer shall be called a “posting procedure.” The posting procedure for clerical, office, laboratory and technical employees shall be divided into two categories: Promotional Opportunities Vacant Positions, and Recruitment Notifications. The posting procedure shall be used in a manner consistent with the goals of the Affirmative Action Program and the provisions of the collective negotiations Agreement between Rutgers and AFSCME Local 1761.

### **Promotional Opportunities – Vacant Position**

Promotional Opportunities – Vacant Positions are defined as those positions within the COLT bargaining unit which are above the elementary level category (see Appendix C) for each job family. When vacancies occur and are to be filled for any of these job classifications, each such promotional opportunity shall be posted on an individual job by job basis in the geographic area concerned (New Brunswick, Newark or Camden) and in one location on each of the other geographic campuses for a period of five (5) work days. The posting shall be on a form entitled “Promotional Opportunity Vacant Position” and will include the following information:

1. Title of Position
2. Salary Range
3. Geographic Location
4. Department
5. “Scope and Function” and “Requirements” paragraphs of the generic job description.
6. Date Posted
7. Workweek designation if other than 35 hours



8. Expiration Date of Posting
9. Special Conditions
10. Specific requirements such as specialized skills, specialized machine capabilities or language skills.
11. The heading will include "AFSCME Local 1761, AFL CIO."

This information is to be prepared by University Human Resources for weekly publication. Positions which are posted are not to be reposted in subsequent weeks if they have not been filled. Copies of all job postings will be provided to the Union President. Copies of all job postings will be provided to all stewards and Vice Presidents in the geographic areas concerned. Rutgers will provide to a Union designee in each seniority unit a list of applicants who were successful in the posting procedure.

### **Recruitment Notification**

At the discretion of the administration, any position vacancy in a classification other than those listed in the COLT bargaining unit, or elementary level positions, or confidential positions may be made known if such information seems appropriate for distribution. It shall be the responsibility of the appropriate Personnel Office to prepare and distribute such recruitment notices.

### **General**

#### **Positions to be Posted**

All permanent 12 or 10 month vacant positions of twenty (20) hours or more per week that are to be filled and are included within the COLT bargaining unit shall be posted.

#### **Employees Eligible to Use the Posting Procedure**

Those Rutgers University employees who are considered eligible to use this posting procedure shall be defined as those employees eligible for inclusion in the COLT bargaining unit, including employees working twenty (20) hours a week or more, and having been employed by Rutgers University on a continuous basis for a period of at least six (6) months. Casual and temporary employees are not eligible to bid. Reclassification shall not be a bar to bidding. Employees holding confidential positions may also use this posting procedure.

#### **How to Apply**

Employees covered by this procedure who feel qualified for any posted position may apply for it. Applications for all positions shall be through University Human Resources' Online Employment Application Process. If any interview takes place, the employee shall request permission of his/her immediate supervisor to be absent for the time required. Permission will not be unreasonably denied.

Contents of the job requisition for a position will be shared with an employee at his/her request in accordance with specific instructions on the posting sheet.

## **Posting Period**

All positions which must be posted shall be posted for five (5) consecutive work days. Saturdays, Sundays, and holidays shall not be considered work days for purposes of this procedure.

Only if application is made for a posted position during this five (5) day period is there an obligation to consider that applicant for the position.

## **Selection of Candidates**

The selection of the successful candidate will be determined with primary consideration given to performance, demonstrated ability and qualifications. After these factors have been carefully considered, if two or more candidates for the vacancy are equally qualified based on the aforementioned criteria, then seniority shall be the determining factor in the selection of the successful applicant for the position.

No candidates from outside the bargaining unit will be considered for vacancies or newly created positions until all bargaining unit members who have applied for the position have been reviewed by University Human Resources.

When a vacancy or newly created position is posted and a bargaining unit member is hired into that position, a copy of the job posting shall be placed in the employee's central personnel file maintained by University Human Resources.

Employees covered by this Agreement will be considered for selection regarding vacant Local 888 positions after Local 888 applicants but before applicants from any other sources, provided they apply during the appropriate posting period. Non-selection regarding vacant Local 888 positions will not be subject to the grievance procedure.

## **Funding**

If a position is funded as opposed to being supported by a regular budgetary line, a notation should be made on the posting of this fact; in this manner, employees will be aware that this is a term appointment rather than an indefinite one.

## **Frequency of Applying for a Posted Position**

There shall be no limitation on the number of times an individual who is eligible may bid on posted positions, except that after an employee has successfully bid and has been accepted, the employee must wait six (6) months before bidding on another position.

## **Reclassifications within Departments**

Where, because of increase in duties and responsibility or for other bona fide reasons, a department wishes to recommend that a position be reclassified, the reclassification procedure shall be followed. This reclassification cannot be used, however, to promote an existing employee into a vacant position. In such a case, the vacant position must be posted as outlined above.

## Article 33 – Position Classification Review

1. An employee wishing to request a position classification review will submit a completed request to the Department Head/Director and simultaneously send a copy to the appropriate personnel office on forms designed by Rutgers. The personnel office will complete such review within eight (8) weeks, with a two (2) week extension if necessary, after signoff of the forms by the Vice President/Provost, or consultation by University Human Resources with the employee's department. Compensation for any new job classification will be effective retroactively to the payroll begin date following receipt of completed request for review materials at the appropriate personnel office.
2. If the employee is dissatisfied with the results of the review, he/she may appeal within six (6) weeks to the Office of Wage & Salary Administration for a second review of the classification material. Such review will be completed within six (6) weeks with a two (2) week extension if necessary.
3. If the employee and the Union are dissatisfied with the decision of this first appeal the Union may, within thirty (30) days of receipt of that decision, submit the appeal to a neutral Classification Review Officer (CRO).

The Classification Review Officer, who will be an expert in the field of salary and classification, will be selected mutually by the Union and the University and will serve for the duration of the Agreement.

The Classification Review Officer will consider each case appealed to him/her on its individual merits and any determination by the Classification Review Officer will not be applicable to other employees. The Classification Review Officer will conduct hearings in an expeditious and informal manner. The Classification Review Officer will submit his/her written recommendations to the parties within thirty (30) calendar days of the hearing date or any extension mutually agreed to by the parties.

4. The determination of the Classification Review Officer will not be denied arbitrarily by the University; the University will provide reasons in writing for any denial of a Classification Review Officer determination.

A decision by the University not to reclassify an individual position whose reclassification has been recommended by the CRO will not be made for budgetary reasons.

5. If a position classification review is requested of Wage & Salary by other than the incumbent in the position, the incumbent shall be informed by Wage & Salary that such a review has been initiated. Contents of the job description submitted and the decision of Wage & Salary will be shared by the department with the incumbent. The employee has the right to respond in writing to Wage & Salary, with a copy to his/her supervisor, concerning all data submitted to Wage & Salary.
6. Wage & Salary will inform the Union of any change in the form and the rationale for the change.

7. When an employee's position has been reclassified to a lower level, the employee may accept the downgrade; may use the layoff, bumping procedure or may appeal the downgrade through steps two and three of this procedure. If the latter option is chosen, no salary reduction will be implemented until the payroll begin date after the final decision is made.
8. The University shall provide notice to AFSCME Local 1761 when an employee and position are removed from the bargaining unit.

Requests by AFSCME Local 1761 for documentation in support of the removal of an employee and position from the bargaining unit shall not be unreasonably denied. If Local 1761 requests a meeting to discuss the removal of an employee and position from the bargaining unit, a meeting will be held. If possible, Rutgers will provide notice of said removal and/or hold a meeting prior to the position being removed from the bargaining unit.

If AFSCME Local 1761 disagrees with the decision of Rutgers to remove an employee and position from the bargaining unit, AFSCME Local 1761 shall retain all rights under law to challenge the decision of Rutgers, including direct filings for arbitration, and Rutgers shall retain all rights, remedies and defenses against any claim filed by AFSCME Local 1761.

## **Article 34 – Job Evaluation Manual**

Rutgers shall provide to the Union a job evaluation manual containing job descriptions for all jobs in the bargaining unit.

In the event that Rutgers establishes a new bargaining unit job title or changes the duties as described in the generic job description of an existing job title, the Union will be notified in writing of the new job title, the new job description and/or the changed generic job description, and the salary range assigned. If requested by the Union within fifteen (15) working days of said notification, Rutgers and the Union shall negotiate the salary range assigned subject to the Public Employment Relations Commission rules governing negotiations. Any range designation established through said negotiations will be retroactive to the date of said notification. Retroactive payment shall be applicable only to those employees who are in said title at the time of agreement on the designation.

A list of all bargaining unit employees promoted or reclassified out of the unit will be sent to the Union President on a monthly basis. Copies of the administrative job posting sheets will be sent to the Union President as produced.

## **Article 35 – Bulletin Boards**

Rutgers shall provide for each agreed upon area a bulletin board, space on a bulletin board or space for a bulletin board for posting by Union representatives of notices related to official Union matters. The Union agrees that notices posted on such bulletin boards shall only contain material related to official Local 1761 business.

## **Article 36 – Safety Committee**

Rutgers and the Union agree to establish jointly a committee to discuss mutual problems concerning employee safety and health. The committee shall be a standing committee, and once constituted, shall meet regularly bimonthly to discuss long range, overall safety and health problems of employees. Video Display Terminals and their operation will be discussed at such safety committee meetings. Immediate safety problems should be reported to the supervisor or to the Department of Radiation and Environmental Health and Safety. The Union may appoint two (2) employees who shall not lose pay for the time spent at committee meetings. A representative of AFSCME may attend committee meetings.

## **Article 37 – University Procedures**

Rutgers and the Union agree that employees shall be entitled to enjoy, and shall be subject to, all terms and conditions of employment applicable to the bargaining unit provided for in the University Regulations, Procedures, and Forms Usage Manual and not provided for herein. During the life of the Agreement, any change in the University Regulations, Procedures, and Forms Usage Manual affecting terms and conditions of employment of members of the bargaining unit shall be negotiated.

## **Article 38 – Retirement and Life Insurance Benefits**

Appointed employees shall be eligible for participation in the Public Employees Retirement System consistent with its rules and regulations. Should there be changes made in this plan by legislation during the term of this Agreement, all such changes appropriate to members of this negotiating unit shall be made and effected in accordance with the provisions of such legislation.

Administrative rules are established by the Division of Pensions and Rutgers.

## **Article 39 – Health Benefits**

The parties acknowledge that pursuant to NJSA52:14-17.25 et. seq., employees of the University represented by AFSCME Local 1761 are deemed to be employees of the State for purposes of health benefits and that such health benefits are provided to eligible employees as set forth in applicable statutes and regulations. During the term of this agreement, employee contributions to the cost of health care shall be based on the health care contribution rates set forth in PL 2011, chapter 78 and in effect on September 1, 2014. During the term of this agreement, the University will continue the Rutgers Vision Care Program for employees of the University represented by AFSCME Local 1761.

## **Article 40 – Ten-Month Employees**

Full time employees appointed on a regular 10 month basis (those employed for the standard academic year beginning September 1 and ending June 30) generally receive

benefits on a pro rata basis except for holiday pay which will be granted for those holidays that fall during the academic year only.

## **Article 41 – Personnel Files**

Only authorized personnel shall have access to employee personnel files.

All employees shall have access to their central personnel files to review their employee records. The request for review of such records shall be made in writing in advance to the Division of Personnel and such review shall be during regular office hours. An employee may respond in writing to any document in the file. Such response shall become a part of the file.

In addition, upon a specific written request by an employee, the Union, through a designated steward or Union officer, shall have the right to review that employee's file. Such request for review shall state the reason for the request and shall be scheduled in advance with the Division of Personnel and shall take place during regular business hours. Grievances and Classification Review records shall not be a part of the employee's personnel file. When any such documents are found in the personnel file, they shall be removed.

## **Article 42 – General Provisions**

1. This Agreement supersedes any individual agreement between an individual employee and Rutgers.
2. Rutgers and the Union recognize the commitment of the University to its students to provide part time employment. Rutgers will not use students to undermine the bargaining unit.
3. Employees may be given permission to attend classes during the workday, provided the attendance at such classes does not interfere with the normal operation of the work unit, where such classes are related to the employee's job or career improvement and arrangements are made to make up the lost time. Any such arrangement shall be subject to approval by Rutgers.
4. The annual motor vehicle registration fee for employees wishing to register their vehicles for the use of surface campus parking facilities shall be 1/10th of 1% of the employee's annual salary for employees earning less than \$25,000. Thereafter, beginning January 1993, for salaries from \$25,000 to \$29,999 the rate shall be 11/100th of one percent (.0011). For salaries from \$30,000 to \$34,999, the rate shall be 12/100th of one percent (.0012). For salaries from \$35,000 to \$39,999 the rate shall be 14/100th of one percent (.0014). For salaries from \$40,000 to \$44,999 the rate shall be 16/100th of one percent (.0016). For salaries from \$45,000 to \$49,999 the rate shall be 18/100th of one percent (.0018). Thereafter, the rate shall increase 2/100th of one percent (.0002) for each additional \$10,000 of salary or portion thereof, the new rate to be applied to the entire salary.

The fee shall be based on the employee's annual salary at the time of billing.

To the extent permitted by law, effective with the registration next following January 1, 2000, employees who pay the motor vehicle registration fee for the use of campus parking facilities by way of payroll deduction shall be given the option of paying said fee by way of a pretax payroll deduction.

5. Rutgers and the Union will establish a committee to study the concept and feasibility of a career ladder program. This committee shall be a standing committee consisting of three (3) Union and three (3) University members. Rutgers and the Union agree that the committee shall first discuss opportunities for technical training in the computer and word processing fields.
6. Rutgers agrees to have raingear available for those postal employees who regularly pick up and deliver mail and in kiosks on the New Brunswick campus for the use of bus dispatchers. Rutgers agrees to have two (2) smocks or aprons available for employees in reprographics.
7. Meal Allowance. Employees who are required to work for twelve (12) consecutive hours or more shall be entitled to one meal allowance of \$8.50 effective upon ratification.
8. Dispatcher (University Police) and those employees assigned to the Post Office who are issued uniforms shall receive a uniform maintenance allowance of \$100.00 effective July 1, 2007; \$105.00 effective July 1, 2008; \$110.00 effective July 1, 2009 and \$115.00 effective July 1, 2010. Rutgers agrees to explore problems in this area if any develop.
9. At the request of an employee, access to his/her medical records which are maintained by the University will be granted. The request must be in writing and signed by the employee. The request must be made to the medical office where the records are maintained at least two (2) working days prior to the time the employee wishes to have access to such records. The original medical records may not leave the medical office where they are maintained and any inspection of the records must be completed in the presence of a member of the medical office staff during regular working hours. The employee may purchase copies of such medical records for his/her use at a cost of \$.10 per page.
10. If the University cannot hire a successful applicant unless a salary higher than step 1 of the appropriate salary range is offered, the University will immediately notify the Union that it intends to offer or has offered the applicant such a salary, within that salary range, and will provide the Union with information about the position at issue. If the Union so wishes to negotiate particular future salary adjustments for that individual, the Union shall request such negotiations.
11. As soon as practicable following the execution of this Agreement, Rutgers University will post this Agreement on the Office of Labor Relations' website, and shall list on the website the name, address, telephone number and website of Local 1761.

12. To the extent permitted by law, upon the effective date of this Agreement, the University will carry without charge by University campus mail up to three times per semester the Local 1761 newsletter to its bargaining unit members. Local 1761 will not send, and the University will not carry, by campus mail any other matter except upon payment of appropriate United States Postal charges.
13. At the close of the fiscal year, employees shall be refunded the deductions for meals made for regular salaried Dining Services employees for those full days on which an employee was absent from work on account of sickness, vacation, or other excused absence under this Agreement. In order to compensate the Division of Dining Services for said meals, Dining Services employees shall have the below deductions from their wages:

\$4.60 per day effective upon ratification
14. Commencing September 1, 2012 Rutgers will provide access to a secure website listing all newly hired Classes 1, 3, and 4 employees who will be performing collective negotiations unit work and the employee's job title, department, campus, and date of hire.
15. Rutgers will apply Rutgers University Policy Library Section 60.3.19, as may be amended from time to time, on the same basis as it is applied to non-aligned employees. Said policy does not apply to weather closings which are covered by Policy 60.3.16.
16. With the exception of a valid drivers' license, when Rutgers requires license(s) and/or certification(s) for bargaining unit positions, Rutgers will reimburse employees in such positions for the cost of maintaining such required license(s)/certification(s).

## **Article 43 – Workday**

For the sole purpose of determining administrative leave, personal holidays, holidays, vacation and sick leave as set forth in this Agreement, a workday for employees who work a thirty-five (35) hour workweek will be seven (7) consecutive hours and a workday for employees who work a forty (40) hour workweek will be eight (8) consecutive hours.

To the extent possible, Rutgers will use its best efforts to have the normal workweek of all full-time employees consist of five (5) consecutive days.

To the extent possible, Rutgers will use its best efforts to schedule employees to work Monday through Friday.

If a department decides to utilize a compressed workweek it shall advise affected employees to contact UHR for information regarding usage of paid time off.



## **Article 44 – VDT Operations**

A full time employee who operates a Video Display Terminal full time who is pregnant and is experiencing significant discomfort at her work station may request reassignment to other work. Such request shall be granted in full or in part when there is comparable work available, and in accordance with the needs of the employee's department. When it is not feasible to accommodate the employee, she shall be entitled to a leave without pay upon a doctor's certification that such leave is necessary. Under most circumstances, she will be returned to the same or similar position. Grievances concerning leaves of absence will be arbitrable; grievances concerning assignment will be processed exclusively under Article 8, Section 15.

Full time employees who operate VDTs on a full time basis shall be eligible for the cost of eyeglasses each year should there be a change in vision requiring new glasses. The rate at which the employee will be reimbursed is as described in Article 39.

## **Article 45 – Severability**

Rutgers and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, such illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

Upon request of either party, the parties agree to meet and renegotiate the provision so affected.

## **Article 46 – Printing of Agreement**

Rutgers shall be responsible for reproducing this Agreement and will furnish a sufficient number of copies to the Union for distribution to employees in the unit. The printing cost shall be shared equally between Rutgers and the Union.

## **Article 47 – Management Rights**

1. The University retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in it by laws and constitutions of the State of New Jersey and the United States of America.
2. Except as specifically limited or modified by the terms of this Agreement, or by law, all rights, powers, duties, authority, prerogatives of management, and the responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and activities of employees are also retained by the University, whether exercised or not, and are to remain exclusively with the University. Any rules or regulations which are promulgated shall not be arbitrarily or capriciously enforced.

## Article 48 – University Closings

- A. For a day or days when the University is officially declared as “Closed” by the President or appropriate Vice-President, employees shall not be required to charge vacation days, administrative leave, or personal holidays to avoid loss of pay.
- B. In addition, on any day or days in which all classes are cancelled on a particular campus (Camden, Newark, or New Brunswick) by the appropriate Chancellor, Vice-President or Provost due to a weather or other emergency situation, the following will apply regarding attendance:

Lateness – The employee shall notify his/her supervisor as soon as possible if it is necessary to be late in reporting to work. The employee may charge any lost time to administrative leave, vacation, or personal holiday if available. If no such time is available, the employee will have his/her salary appropriately adjusted for the lost time. There will be no disciplinary action taken for such lateness.

Absence – The employee shall notify his/her supervisor as soon as possible if it is necessary that he/she be absent. The employee may charge the day to administrative leave, vacation, or personal holiday if available, or will have his/her salary appropriately adjusted. There will be no disciplinary action taken for such absence.

Leaving Early – The employee must request and receive permission from the appropriate supervisor to leave early. Such permission shall not be unreasonably denied. Employees who are allowed to leave early may charge the time to administrative leave, vacation, or personal holiday if available. If no such time is available, the employee will have his/her salary appropriately adjusted for the lost time.

- C. Sections A and B of this Article do not apply to those employees previously designated as “essential” personnel. Essential personnel are required to report to work and remain at work unless advised differently by an appropriate supervisor.
- D. Members of the bargaining unit who are regularly assigned to work at county offices, facilities or buildings not subject to the operating policies or rules and regulations of Rutgers shall follow the operating status declarations of such county offices, buildings or facilities during severe weather conditions or other such occurrences affecting the opening/closing/operating status of such office, building or facility. For example, an employee regularly assigned to a New Jersey County Office shall not be required to report for work if said Office is closed due to severe weather conditions despite the fact that Rutgers, or one of its campuses or subdivisions, has not been declared closed. Similarly, an employee so assigned shall be required to report for work at a County Office if said Office has not been declared closed for a severe weather condition even though Rutgers, or one of its subdivisions, has been declared closed.

## **Article 49– Direct Deposit**

All employees shall be eligible for Direct Deposit.

Employees must enroll in Direct Deposit by completing the Direct Deposit Authorization form in Employee Self-Service.

For those employees who are unable to participate in Direct Deposit, if it is deemed operationally feasible, the University shall provide employees with an alternative electronic payment such as a payroll debit card in lieu of a hardcopy paycheck. If other electronic payment methods are offered by the University in the future, the employee may alternatively elect to utilize such methods.

## **Article 50 – Federal Family & Medical Leave, New Jersey Family Leave, New Jersey Safe Act Leave**

Notwithstanding any other provisions in this agreement or in University policies, in the event that an employee is eligible, as set forth by Federal or State statute, and takes a leave of absence under the Federal Family and Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA), or the New Jersey SAFE Act, only any accrued sick time or sick leave shall run concurrent with the leave permitted by statute.

In the event that an employee exhausts applicable accrued paid sick time or sick leave, the remaining statutory leave time shall be unpaid, unless the employee agrees to use any other accrued paid time off.

### Leave for an employee's own serious health condition:

If an employee is approved for medical leave for his/her own serious health condition, only accrued sick time must be used, unless the employee agrees to use any other accrued paid time off.

Employees who are unable to perform the duties of their job because of the employee's own illness or injury and who have either exhausted the above-referenced statutory leave entitlements or are not eligible for such statutory leaves, may submit a request for a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or the New Jersey Law Against Discrimination (NJLAD). If leave is approved as an accommodation under the ADA and/or NJLAD, only any accrued sick time or sick leave shall run concurrent with said leave.

### Leave to care for a family member:

If an employee is approved for leave to care for a family member with a serious health condition or to care for and bond with a child after birth, adoption or placement in foster care, only any accrued sick time or sick leave must be used before unpaid leave, unless the employee agrees to use any other accrued paid time off before unpaid leave. The only exception is if an employee is eligible and applies for New Jersey Family Leave Insurance. In that instance, up to two (2) weeks of only sick time or sick leave must be used.

### Leave under the New Jersey SAFE Act:

If an employee is approved for leave under the New Jersey SAFE Act, and such leave does not otherwise qualify for a leave of absence under the FMLA or NJFLA, the employee must use accrued sick time for the first 40 hours of such leave (or, if the employee has less than 40 hours of accrued sick time available, the balance of leave will be unpaid unless the employee agrees to use any other accrued paid time off).

## **Article 51 – Workplace Democracy Enhancement Act**

- A. Rutgers shall provide authorized representatives of the Union with access to members of the negotiations unit as follows:
1. The right to meet with individual negotiations unit employees on the premises of Rutgers during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
  2. The right to conduct work site meetings during lunch and other non-work breaks, and before and after the workday, on Rutgers' premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Union, and internal Union matters involving the governance or business of the Union.
  3. The right to meet with newly-hired negotiations unit employees, without charge to the pay or leave time of the employees, for 30 minutes at a University Human Resources, Human Resources-Newark, or Human Resources-Camden new employee orientation. Rutgers shall provide the Union with a list of new negotiations unit employees attending new employee orientations no less than five (5) days before such orientations.
  4. The access to negotiations unit employees set forth in subsections 1 through 3 above shall be subject to the following:
    - a. The Union will follow all regular University procedures applicable to reserving and using University facilities, including, if applicable, paying all fees associated with any reservations or usage;
    - b. The Union's access shall not interfere with University operations;
    - c. All meetings shall be conducted in locations and rooms ordinarily used as meeting locations; and
    - d. All meetings shall be conducted at reasonable hours and during normal hours of operation for the University facility where the meeting will occur.
- B. 1. Within 10 calendar days from the date of hire of negotiations unit employees, Rutgers shall provide the following contact information for negotiations unit members to the Union in an Excel file format via the Union Library, if such information is on file with the University: name, job title, work site location, home address, work telephone numbers, home and personal cellular

telephone numbers, date of hire, work email address, and personal email address.

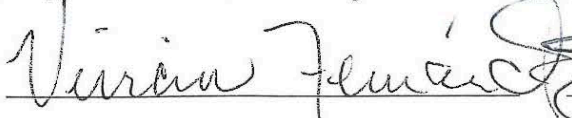
2. Every 120 calendar days beginning on January 1, 2019, Rutgers shall provide the Union, in an Excel file format, the following information for all negotiations unit employees: name, job title, work site location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and any personal email address on file with Rutgers.
- C. The Union shall have the right to use the email systems of Rutgers to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union. The Union agrees that in using the University's e-mail system, it will comply with all policies and guidelines of the University Office of Information Technology.
- D. 1. The Union shall have the right to use Rutgers' buildings and other facilities that are owned or leased by Rutgers to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union, provided such does not interfere with Rutgers' operations.
2. The Union agrees that meetings conducted in Rutgers buildings and other facilities that are owned or leased by Rutgers pursuant to this Article shall not be for the purpose of supporting or opposing any candidate for a partisan political office, or for the purpose of distributing literature or information regarding partisan elections.
  3. Except as provided for in A (4) above, if the Union conducts a meeting in a Rutgers' building or facility pursuant to this Section, Rutgers shall not charge the Union for maintenance, security and other costs related to the use of the building or facility that would otherwise be incurred by Rutgers. Rutgers will provide the Union with advanced notice of any charge or cost at the time arrangements are made for use of the Rutgers' building or facility, and will not charge the Union over and above the actual cost of providing the maintenance, security or other services.
- E. 1. Rutgers shall not encourage negotiations unit members to resign or relinquish membership in the union and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Union.
2. Rutgers shall not encourage or discourage any employee from joining, forming or assisting an employee organization.
  3. Any claimed violation of Section E of this Article shall not be subject to the grievance procedure under Article 8 – Grievance Procedure.

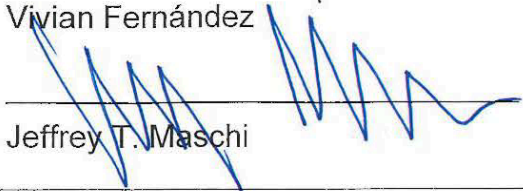
**Article 52 – Term**


This Agreement shall be effective from July 1, 2018 until 12:00 midnight on June 30, 2022.

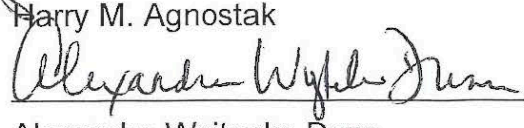
Dated: October 15, 2019

**Rutgers, The State University of New Jersey**


By:   
Vivian Fernández

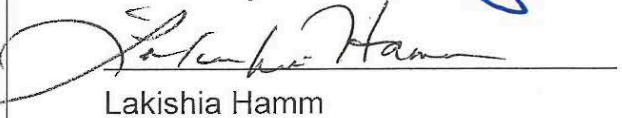
  
Jeffrey T. Maschi


  
Harry M. Agnostak


  
Alexandra Wojtenko Dunn

**American Federation of State, County and Municipal Employees, AFL-CIO**

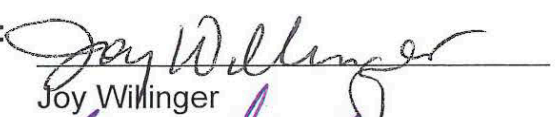
By:   
Steve Tully

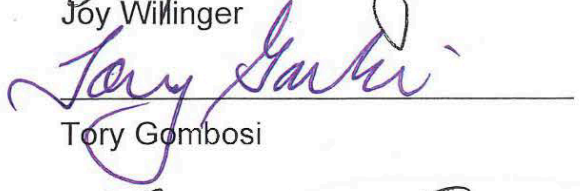
  
Lakishia Hamm

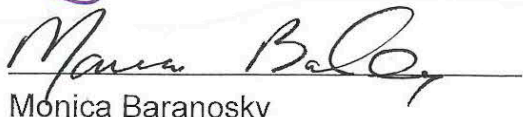
  
Seth Gollin


  
Terry L. Woodrow

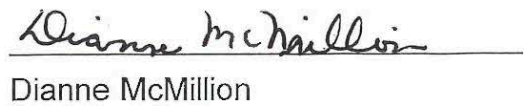
**Local Union No. 1761 Affiliated with American Federation of State, County and Municipal Employees, AFL-CIO**

By:   
Joy Willinger

  
Tory Gombosi

  
Monica Baranosky

  
Permelia Toney-Boss

  
Dianne McMillion



## Appendix A

### AFSCME Local 1761 (COLT) Job Titles (Alphabetical List)

<b>Title</b>	<b>Range</b>	<b>Title</b>	<b>Range</b>
Business Aide .....	13	Health & Safety Technician .....	16
Carpenter/Scenery Painter .....	14	Health Technician II.....	15
Classroom Assistant I.....	10	Health Technician III.....	13
Classroom Assistant II.....	9	Instrument Maker/Repairer.....	20
Computer Aided Design Technician .....	18	Laboratory Animal Care Tech.....	10
Computer Operator I .....	17	Laboratory Animal Care Tech – Nwk.....	12
Computer Operator II .....	14	Laboratory Assistant.....	9
Computer Operator III .....	11	Laboratory Services Assistant (RC).....	13
Contract Post Office Clerk.....	13	Laboratory Technician .....	13
Contract Post Office Head Clerk.....	15	Lead Copier Operator.....	18
Copier Operator I.....	13	Lead Finishing Clerk.....	15
Copier Operator II.....	9	Lead Library Utility Worker .....	13
Courier .....	10	Lead Offset Print Operator .....	20
Customer Services Representative .....	15	Library Assistant II.....	13
Data Control Coordinator I.....	17	Library Assistant III.....	10
Data Entry Machine Operator .....	8	Marketing Assistant .....	15
Data Processing Machine Operator I.....	13	Network Installation Assistant.....	14
Day Care Teacher’s Assistant .....	10	Network Installation Technician .....	19
Digital Electronics Service Technician .....	19	Offset Press Operator I.....	14
Dispatcher (Buses).....	11	Pharmacy Technician .....	13
Dispatcher .....	14	Postal Clerk.....	10
Dispatcher 9-1-1.....	15	Principal Accounting Clerk.....	13
EDC Assistant - PBP .....	14	Principal Audio-Visual Technician.....	13
Electronics Technician .....	14	Principal Clerk .....	11
Equipment Manager Athletics.....	19	Principal Clerk Bookkeeper .....	12
Events Coordinator.....	15	Principal Clerk Typist.....	12
Financial Aid Technician.....	17	Principal Data Entry Machine Operator ....	13
Finishing Clerk I .....	11	Principal Laboratory Animal Care	
Graphics Coordinator .....	15	Tech – Nwk .....	17
Graphics Technician.....	13	Principal Laboratory Animal Care Tech ....	15
Head Accounting Clerk.....	15	Principal Laboratory Assistant .....	11
Head Audio Visual Technician.....	16	Principal Laboratory Technician .....	18
Head Clerk .....	15	Principal PBP Clerk.....	13
Head Clerk Bookkeeper .....	15	Principal Secretary .....	13
Head Data Entry Machine Operator .....	15	Principal Secretary – Languages.....	14
Head PBP Clerk .....	15	Principal Secretary – Technician .....	14
Head Postal Clerk .....	12	Principal Stock Clerk .....	13
Head Registrations Clerk.....	17	Printing Operator I.....	15
Head Stock Clerk .....	15	Printing Operator II.....	13

<b>Title</b>	<b>Range</b>
Property & Supply Worker .....	12
Publications Assistant .....	15
Receptionist .....	9
Registration/Records Clerk.....	11
Research Aide.....	13
Secretarial Assistant II.....	17
Secretarial Assistant III.....	15
Secretarial Assistant – Languages .....	16
Secretarial Assistant – Technical.....	16
Secretary.....	10
Secretary – Languages .....	11
Secretary – Technical.....	11
Secretary – Word Processing .....	11
Senior Accounting Clerk.....	10
Senior Admissions Clerk .....	13
Senior Classroom Assistant .....	11
Senior Clerk .....	8
Senior Clerk Bookkeeper.....	9
Senior Clerk Typist.....	9
Senior Data Entry Machine Operator.....	10
Senior Financial Aid Clerk .....	13
Senior Laboratory Animal Care	
Tech – Nwk .....	15
Senior Laboratory Animal Care Tech.....	13
Senior Laboratory Mechanic.....	16
Senior Laboratory Technician.....	16
Senior Registration/Records Clerk .....	13
Senior Sales Clerk.....	9
Senior Stock Clerk.....	10
Senior Television Technician.....	16
Senior Teller.....	9
Stock Clerk.....	9
Theater Technician.....	14
Unit Coordinator .....	13



## Appendix B

### Expanded COLT Job Families

<b>Secretarial</b>	<b>Range</b>
Sec Asst II .....	17
Sec Asst-Lang .....	16
Sec Asst-Tech .....	16
Sec Asst-III .....	15
Health Tech II .....	15
Prin Secretary-Lang .....	14
Prin Secretary-Tech .....	14
Prin Secretary .....	13
Health Tech III .....	13
Principal Clk Typist .....	12
Secretary-Lang .....	11
Secretary-Tech .....	11
Sec-Word Processing .....	11
Secretary .....	10
Sr Clk Typist .....	9

<b>Laboratory</b>	<b>Range</b>
Inst Maker/Repairer .....	20
Prin Lab Tech .....	18
Prin Animal Care Tech-Nwk .....	17
Electro/Mechanical Tech .....	16
Health & Safety Tech .....	16
Sr Lab Mechanic .....	16
Sr Lab Tech .....	16
Sr Lab Animal Care Tech-Nwk .....	15
Prin Lab Animal Care Tech .....	15
Lab Services Asst (RC) .....	13
Lab Technician .....	13
Sr Lab Animal Care Tech .....	13
Lab Animal Care Tech - Nwk .....	12
Prin Lab Asst .....	11
Lab Animal Care Tech .....	10
Lab Asst .....	9

<b>Office Clerks</b>	<b>Range</b>
Financial Aid Technician .....	17
Head Registration Clerk .....	17
Dispatcher 9-1-1 .....	15
Events Coordinator .....	15
Head Accounting Clerk .....	15
Head Clerk .....	15
Head Clerk Bookkeeper .....	15
Head PBP Clerk .....	15
Marketing Asst .....	15
Publications Asst .....	15

Dispatcher .....	14
Business Aide .....	13
Customer Service Associate .....	13
Lead Lib Utility Worker .....	13
Library Asst II .....	13
Pharmacy Technician .....	13
Prin Accounting Clerk .....	13
Prin PBP Clerk .....	13
Program Asst .....	13
Research Aide .....	13
Sr Admissions Clerk .....	13
Sr Financial Aid Clerk .....	13
Sr Registration/Records Clerk .....	13
Unit Coord .....	13
Prin Clerk Bookkeeper .....	12
Dispatcher (Buses) .....	11
Prin Clerk .....	11
Registration/Records Clerk .....	11
Senior Classroom Assistant .....	11
Classroom Asst. I .....	10
Day Care Teachers Assistant .....	10
Library Asst III .....	10
Sr Accounting Clerk .....	10
Classroom Asst. II .....	9
Sr Clerk Bookkeeper .....	9
Sr Sales Clerk .....	9
Sr Teller .....	9
Receptionist .....	9
Sr Clerk .....	8

<b>Stores &amp; Mail Clerk</b>	<b>Range</b>
Equipment Manager Athletics .....	19
Contract Post Office Hd Clk .....	15
Head Stock Clerk .....	15
Prin Stock Clerk .....	13
Contract Post Office Clk .....	13
Property & Supply Worker .....	12
Head Postal Clerk .....	12
Sr Stock Clerk .....	10
Courier .....	9
Postal Clerk .....	9
Stock Clerk .....	9

**Machine Operators** **Range**

Lead Offset Press Operator.....	20
Lead Copier Operator.....	18
Customer Services Rep.....	15
Lead Finishing Clerk.....	15
Printing Operator I.....	15
Offset Press Operator I.....	14
Copier Operator I.....	13
Printing Operator II.....	13
Finishing Clerk I.....	11
Copier Operator II.....	9

**Comp-DP Keypunch** **Range**

Digital Electronics Svc Tech.....	19
Network Installation Tech.....	19
Computer Aided Design Tech.....	18
Computer Operator I.....	17
Data Control Coordinator I.....	17
Head Data Entry Mach Oper.....	15
Computer Operator II.....	14
Network Installation Asst.....	14
Data Processing Mach Oper I.....	13
Prin Data Entry Mach Oper.....	13
Computer Operator III.....	11
Sr Data Entry Mach Oper.....	10
Data Entry Mach Oper.....	8

**Audio-Visual** **Range**

Head Audio-Visual Tech.....	16
Sr Television Tech.....	16
Graphics Coord.....	15
Carpenter/Scenery Painter.....	14
Electronics Technician.....	14
Theater Technician.....	13
Graphics Technician.....	13
Prin Audio-Visual Tech.....	13

## Appendix C

### COLT Job Title by Family

#### Account Clerk

Head Accounting Clerk  
Principal Accounting Clerk  
Senior Account Clerk

#### Animal Caretaker - IAB Laboratory

Prin Lab Animal Care Tech - Nwk  
Sr Lab Animal Care Tech - Nwk  
Lab Animal Care Tech - Nwk

#### Animal Caretaker - Laboratory

Prin Lab Animal Care Tech  
Sr Lab Animal Care Tech  
Lab Animal Care Tech

#### Audio Visual-Technician

Head Audio-Visual Technician  
Principal Audio-Visual Technician

#### Clerk

Head Clerk  
Principal Clerk  
Senior Clerk

#### Clerk Bookkeeper

Head Clerk Bookkeeper  
Principal Clerk Bookkeeper  
Senior Clerk Bookkeeper

#### Clerk Typist

Principal Clerk Typist  
Senior Clerk Typist

#### Computer Operator

Computer Operator I  
Computer Operator II  
Computer Operator III

#### Computer Technician

Computer Aided Design Tech  
Digital Electronics Service Tech

#### Copier Operator

Lead Copier Operator  
Copier Operator I  
Copier Operator II

#### Data Control Coordinator

Data Control Coordinator I

#### Data Entry Machine Operator

Head Data Entry Machine Oper  
Principal Data Entry Machine Oper  
Senior Data Entry Machine Oper  
Data Entry Machine Oper

#### Data Processing Machine Operator

Data Processing Machine Oper I

#### Dispatcher - Buses

Dispatcher - Buses

#### Electronics Technician

Electronics Technician

#### Equipment Manager

Equipment Manager Athletics

#### Financial Aid

Financial Aid Technician  
Senior Financial Aid Clerk

#### Finishing Clerk

Lead Finishing Clerk  
Finishing Clerk I

#### Graphics

Graphics Coordinator  
Graphics Technician

#### Health Technicians

Health Technician II  
Health Technician III

#### Laboratory Assistant

Principal Lab Assistant  
Lab Assistant

#### Laboratory Mechanic

Instrument Maker Repairer  
Senior Lab Mechanic

**Laboratory Technician**

Principal Lab Technician  
Senior Lab Technician  
Lab Technician

**Library Assistant**

Library Assistant II  
Library Assistant III

**Library Utility Worker**

Lead Library Utility Worker

**Miscellaneous**

Business Aide  
Carpenter/Scenery Painter  
Customer Service Associate  
Customer Services Representative  
Dispatcher  
Electro/Mechanical Technician  
Events Coordinator  
Health & Safety Technician  
Lab Services Assistant (RC)  
Marketing Assistant  
Pharmacy Technician  
Program Assistant  
Publications Assistant  
Receptionist  
Research Aide  
Senior Classroom Assistant  
Theater Technician  
Unit Coordinator  
Day Care Teacher's Assistant  
Senior Admissions Clerk  
Classroom Assistant I  
Classroom Assistant II  
Dispatcher (Buses)  
Dispatcher 9-1-1

**Network Installation**

Network Installation Technician  
Network Installation Assistant

**Offset Press Operator**

Lead Offset Press Operator  
Offset Press Operator I

**PBP Clerk**

Head PBP Clerk  
Principal PBP Clerk

**Postal Clerk**

Contract Post Office Head Clerk  
Contract Post Office Clerk  
Head Postal Clerk  
Postal Clerk

**Printing Operator**

Printing Operator I  
Printing Operator II

**Registration Clerk**

Head Registration Clerk  
Senior Registration/Records Clerk  
Registration/Records Clerk

**Sales Clerk**

Senior Sales Clerk

**Secretarial**

Secretarial Assistant II  
Secretarial Assistant - Tech  
Secretarial Assistant - Lang  
Secretarial Assistant III  
Principal Secretary - Lang  
Principal Secretary - Tech  
Principal Secretary  
Secretary - Lang  
Secretary - Tech  
Secretary - Word Processing  
Secretary

**Stock Clerk**

Head Stock Clerk  
Property & Supply Worker  
Senior Stock Clerk  
Courier  
Stock Clerk  
Principal Stock Clerk

**Teller**

Senior Teller

**TV Technician**

Senior Television Technician

## Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS  
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2018

SALARY TABLE: AFSCME LOCAL 1761

FISCAL DAYS: 262

RANGE	STEP	1	2	3	4	5	6	7	8	9
5	ANNL	25654.95	26712.87	27769.72	28809.43	29864.14	30913.49	31958.55	33190.11	34252.33
	BIWK	979.20	1019.58	1059.91	1099.60	1139.85	1179.90	1219.79	1266.80	1307.34
	35HR	13.99	14.57	15.14	15.71	16.28	16.86	17.43	18.10	18.68
	40HR	12.24	12.74	13.25	13.74	14.25	14.75	15.25	15.83	16.34
6	ANNL	26722.52	27829.75	28935.91	30037.78	31143.94	32245.81	33353.04	34645.70	35745.43
	BIWK	1019.94	1062.20	1104.42	1146.48	1188.70	1230.76	1273.02	1322.35	1364.33
	35HR	14.57	15.17	15.78	16.38	16.98	17.58	18.19	18.89	19.49
	40HR	12.75	13.28	13.81	14.33	14.86	15.38	15.91	16.53	17.05
7	ANNL	27851.19	29007.72	30164.26	31329.37	32481.62	33643.51	34804.33	36163.45	37324.28
	BIWK	1063.02	1107.16	1151.31	1195.78	1239.76	1284.10	1328.41	1380.28	1424.59
	35HR	15.19	15.82	16.45	17.08	17.71	18.34	18.98	19.72	20.35
	40HR	13.29	13.84	14.39	14.95	15.50	16.05	16.61	17.25	17.81
8	ANNL	29029.16	30246.79	31466.57	32683.13	33908.26	35121.60	36343.52	37765.88	38983.51
	BIWK	1107.98	1154.46	1201.01	1247.45	1294.21	1340.52	1387.16	1441.45	1487.92
	35HR	15.83	16.49	17.16	17.82	18.49	19.15	19.82	20.59	21.26
	40HR	13.85	14.43	15.01	15.59	16.18	16.76	17.34	18.02	18.60
9	ANNL	30263.94	31545.88	32820.32	34104.41	35376.71	36653.29	37937.38	39416.54	40697.42
	BIWK	1155.11	1204.04	1252.68	1301.70	1350.26	1398.98	1447.99	1504.45	1553.34
	35HR	16.50	17.20	17.90	18.60	19.29	19.99	20.69	21.49	22.19
	40HR	14.44	15.05	15.66	16.27	16.88	17.49	18.10	18.81	19.42
10	ANNL	31563.03	32900.71	34241.61	35588.94	36929.83	38265.37	39600.90	41173.32	42513.14
	BIWK	1204.70	1255.75	1306.93	1358.36	1409.54	1460.51	1511.48	1571.50	1622.64
	35HR	17.21	17.94	18.67	19.41	20.14	20.86	21.59	22.45	23.18
	40HR	15.06	15.70	16.34	16.98	17.62	18.26	18.89	19.64	20.28
11	ANNL	32931.80	34334.86	35742.21	37146.35	38553.70	39961.05	41357.68	43005.13	44409.26
	BIWK	1256.94	1310.49	1364.21	1417.80	1471.52	1525.23	1578.54	1641.42	1695.01
	35HR	17.96	18.72	19.49	20.25	21.02	21.79	22.55	23.45	24.21
	40HR	15.71	16.38	17.05	17.72	18.39	19.07	19.73	20.52	21.19

RANGE	STEP	1	2	3	4	5	6	7	8	9
12	ANNL	34357.37	35833.32	37306.05	38786.29	40257.95	41734.98	43201.28	44924.83	46399.71
	BIWK	1311.35	1367.68	1423.90	1480.39	1536.56	1592.94	1648.90	1714.69	1770.98
	35HR	18.73	19.54	20.34	21.15	21.95	22.76	23.56	24.50	25.30
	40HR	16.39	17.10	17.80	18.50	19.21	19.91	20.61	21.43	22.14
13	ANNL	35856.90	37402.52	38959.93	40510.91	42062.96	43616.09	45169.21	46983.87	48531.63
	BIWK	1368.58	1427.58	1487.02	1546.22	1605.46	1664.74	1724.02	1793.28	1852.35
	35HR	19.55	20.39	21.24	22.09	22.94	23.78	24.63	25.62	26.46
	40HR	17.11	17.84	18.59	19.33	20.07	20.81	21.55	22.42	23.15
14	ANNL	37434.68	39061.76	40689.91	42316.99	43947.29	45575.45	47212.17	49100.79	50740.73
	BIWK	1428.80	1490.91	1553.05	1615.15	1677.38	1739.52	1801.99	1874.08	1936.67
	35HR	20.41	21.30	22.19	23.07	23.96	24.85	25.74	26.77	27.67
	40HR	17.86	18.64	19.41	20.19	20.97	21.74	22.52	23.43	24.21
15	ANNL	39086.41	40793.88	42500.28	44219.54	45919.51	47633.42	49348.39	51331.33	53039.87
	BIWK	1491.85	1557.02	1622.15	1687.77	1752.65	1818.07	1883.53	1959.21	2024.42
	35HR	21.31	22.24	23.17	24.11	25.04	25.97	26.91	27.99	28.92
	40HR	18.65	19.46	20.28	21.10	21.91	22.73	23.54	24.49	25.31
16	ANNL	40823.89	42625.69	44428.56	46222.85	48025.72	49824.30	51617.52	53722.65	55523.37
	BIWK	1558.16	1626.93	1695.75	1764.23	1833.04	1901.69	1970.13	2050.48	2119.21
	35HR	22.26	23.24	24.22	25.20	26.19	27.17	28.14	29.29	30.27
	40HR	19.48	20.34	21.20	22.05	22.91	23.77	24.63	25.63	26.49
17	ANNL	42651.41	44544.32	46436.15	48322.62	50209.09	52098.78	53990.61	56195.43	58085.11
	BIWK	1627.92	1700.16	1772.37	1844.37	1916.38	1988.50	2060.71	2144.86	2216.99
	35HR	23.26	24.29	25.32	26.35	27.38	28.41	29.44	30.64	31.67
	40HR	20.35	21.25	22.15	23.05	23.95	24.86	25.76	26.81	27.71
18	ANNL	44575.40	46552.98	48534.85	50521.00	52497.51	54475.09	56460.17	58764.67	60747.61
	BIWK	1701.35	1776.83	1852.48	1928.28	2003.72	2079.20	2154.97	2242.93	2318.61
	35HR	24.31	25.38	26.46	27.55	28.62	29.70	30.79	32.04	33.12
	40HR	21.27	22.21	23.16	24.10	25.05	25.99	26.94	28.04	28.98
19	ANNL	46591.57	48664.54	50746.09	52830.86	54910.27	56981.10	59062.65	61491.48	63565.53
	BIWK	1778.30	1857.43	1936.87	2016.45	2095.81	2174.85	2254.30	2347.00	2426.17
	35HR	25.40	26.53	27.67	28.81	29.94	31.07	32.20	33.53	34.66
	40HR	22.23	23.22	24.21	25.21	26.20	27.19	28.18	29.34	30.33
20	ANNL	48699.92	50889.72	53073.1	55262.91	57446.28	59625.37	61819.47	64366.21	66549.58
	BIWK	1858.78	1942.36	2025.69	2109.27	2192.61	2275.78	2359.52	2456.73	2540.06
	35HR	26.55	27.75	28.94	30.13	31.32	32.51	33.71	35.10	36.29
	40HR	23.23	24.28	25.32	26.37	27.41	28.45	29.49	30.71	31.75

## Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS  
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2019

SALARY TABLE: AFSCME LOCAL 1761

FISCAL DAYS: 262

RANGE	STEP	1	2	3	4	5	6	7	8	9
5	ANNL	25654.95	26712.87	27769.72	28809.43	29864.14	30913.49	31958.55	33190.11	34252.33
	BIWK	979.20	1019.58	1059.91	1099.60	1139.85	1179.90	1219.79	1266.80	1307.34
	35HR	13.99	14.57	15.14	15.71	16.28	16.86	17.43	18.10	18.68
	40HR	12.24	12.74	13.25	13.74	14.25	14.75	15.25	15.83	16.34
6	ANNL	26722.52	27829.75	28935.91	30037.78	31143.94	32245.81	33353.04	34645.70	35745.43
	BIWK	1019.94	1062.20	1104.42	1146.48	1188.70	1230.76	1273.02	1322.35	1364.33
	35HR	14.57	15.17	15.78	16.38	16.98	17.58	18.19	18.89	19.49
	40HR	12.75	13.28	13.81	14.33	14.86	15.38	15.91	16.53	17.05
7	ANNL	27851.19	29007.72	30164.26	31329.37	32481.62	33643.51	34804.33	36163.45	37324.28
	BIWK	1063.02	1107.16	1151.31	1195.78	1239.76	1284.10	1328.41	1380.28	1424.59
	35HR	15.19	15.82	16.45	17.08	17.71	18.34	18.98	19.72	20.35
	40HR	13.29	13.84	14.39	14.95	15.50	16.05	16.61	17.25	17.81
8	ANNL	29029.16	30246.79	31466.57	32683.13	33908.26	35121.60	36343.52	37765.88	38983.51
	BIWK	1107.98	1154.46	1201.01	1247.45	1294.21	1340.52	1387.16	1441.45	1487.92
	35HR	15.83	16.49	17.16	17.82	18.49	19.15	19.82	20.59	21.26
	40HR	13.85	14.43	15.01	15.59	16.18	16.76	17.34	18.02	18.60
9	ANNL	30263.94	31545.88	32820.32	34104.41	35376.71	36653.29	37937.38	39416.54	40697.42
	BIWK	1155.11	1204.04	1252.68	1301.70	1350.26	1398.98	1447.99	1504.45	1553.34
	35HR	16.50	17.20	17.90	18.60	19.29	19.99	20.69	21.49	22.19
	40HR	14.44	15.05	15.66	16.27	16.88	17.49	18.10	18.81	19.42
10	ANNL	31563.03	32900.71	34241.61	35588.94	36929.83	38265.37	39600.90	41173.32	42513.14
	BIWK	1204.70	1255.75	1306.93	1358.36	1409.54	1460.51	1511.48	1571.50	1622.64
	35HR	17.21	17.94	18.67	19.41	20.14	20.86	21.59	22.45	23.18
	40HR	15.06	15.70	16.34	16.98	17.62	18.26	18.89	19.64	20.28
11	ANNL	32931.80	34334.86	35742.21	37146.35	38553.70	39961.05	41357.68	43005.13	44409.26
	BIWK	1256.94	1310.49	1364.21	1417.80	1471.52	1525.23	1578.54	1641.42	1695.01
	35HR	17.96	18.72	19.49	20.25	21.02	21.79	22.55	23.45	24.21
	40HR	15.71	16.38	17.05	17.72	18.39	19.07	19.73	20.52	21.19

RANGE	STEP	1	2	3	4	5	6	7	8	9
12	ANNL	34357.37	35833.32	37306.05	38786.29	40257.95	41734.98	43201.28	44924.83	46399.71
	BIWK	1311.35	1367.68	1423.90	1480.39	1536.56	1592.94	1648.90	1714.69	1770.98
	35HR	18.73	19.54	20.34	21.15	21.95	22.76	23.56	24.50	25.30
	40HR	16.39	17.10	17.80	18.50	19.21	19.91	20.61	21.43	22.14
13	ANNL	35856.90	37402.52	38959.93	40510.91	42062.96	43616.09	45169.21	46983.87	48531.63
	BIWK	1368.58	1427.58	1487.02	1546.22	1605.46	1664.74	1724.02	1793.28	1852.35
	35HR	19.55	20.39	21.24	22.09	22.94	23.78	24.63	25.62	26.46
	40HR	17.11	17.84	18.59	19.33	20.07	20.81	21.55	22.42	23.15
14	ANNL	37434.68	39061.76	40689.91	42316.99	43947.29	45575.45	47212.17	49100.79	50740.73
	BIWK	1428.80	1490.91	1553.05	1615.15	1677.38	1739.52	1801.99	1874.08	1936.67
	35HR	20.41	21.30	22.19	23.07	23.96	24.85	25.74	26.77	27.67
	40HR	17.86	18.64	19.41	20.19	20.97	21.74	22.52	23.43	24.21
15	ANNL	39086.41	40793.88	42500.28	44219.54	45919.51	47633.42	49348.39	51331.33	53039.87
	BIWK	1491.85	1557.02	1622.15	1687.77	1752.65	1818.07	1883.53	1959.21	2024.42
	35HR	21.31	22.24	23.17	24.11	25.04	25.97	26.91	27.99	28.92
	40HR	18.65	19.46	20.28	21.10	21.91	22.73	23.54	24.49	25.31
16	ANNL	40823.89	42625.69	44428.56	46222.85	48025.72	49824.30	51617.52	53722.65	55523.37
	BIWK	1558.16	1626.93	1695.75	1764.23	1833.04	1901.69	1970.13	2050.48	2119.21
	35HR	22.26	23.24	24.22	25.20	26.19	27.17	28.14	29.29	30.27
	40HR	19.48	20.34	21.20	22.05	22.91	23.77	24.63	25.63	26.49
17	ANNL	42651.41	44544.32	46436.15	48322.62	50209.09	52098.78	53990.61	56195.43	58085.11
	BIWK	1627.92	1700.16	1772.37	1844.37	1916.38	1988.50	2060.71	2144.86	2216.99
	35HR	23.26	24.29	25.32	26.35	27.38	28.41	29.44	30.64	31.67
	40HR	20.35	21.25	22.15	23.05	23.95	24.86	25.76	26.81	27.71
18	ANNL	44575.40	46552.98	48534.85	50521.00	52497.51	54475.09	56460.17	58764.67	60747.61
	BIWK	1701.35	1776.83	1852.48	1928.28	2003.72	2079.20	2154.97	2242.93	2318.61
	35HR	24.31	25.38	26.46	27.55	28.62	29.70	30.79	32.04	33.12
	40HR	21.27	22.21	23.16	24.10	25.05	25.99	26.94	28.04	28.98
19	ANNL	46591.57	48664.54	50746.09	52830.86	54910.27	56981.10	59062.65	61491.48	63565.53
	BIWK	1778.30	1857.43	1936.87	2016.45	2095.81	2174.85	2254.30	2347.00	2426.17
	35HR	25.40	26.53	27.67	28.81	29.94	31.07	32.20	33.53	34.66
	40HR	22.23	23.22	24.21	25.21	26.20	27.19	28.18	29.34	30.33
20	ANNL	48699.92	50889.72	53073.1	55262.91	57446.28	59625.37	61819.47	64366.21	66549.58
	BIWK	1858.78	1942.36	2025.69	2109.27	2192.61	2275.78	2359.52	2456.73	2540.06
	35HR	26.55	27.75	28.94	30.13	31.32	32.51	33.71	35.10	36.29
	40HR	23.23	24.28	25.32	26.37	27.41	28.45	29.49	30.71	31.75



## Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS  
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2020

SALARY TABLE: AFSCME LOCAL 1761

FISCAL DAYS: 261

RANGE	STEP	1	2	3	4	5	6	7	8	9
5	ANNL	25654.95	26712.87	27769.72	28809.43	29864.14	30913.49	31958.55	33190.11	34252.33
	BIWK	982.95	1023.48	1063.97	1103.81	1144.22	1184.42	1224.47	1271.65	1312.35
	35HR	14.04	14.62	15.20	15.77	16.35	16.92	17.49	18.17	18.75
	40HR	12.29	12.79	13.30	13.80	14.30	14.81	15.31	15.90	16.40
6	ANNL	26722.52	27829.75	28935.91	30037.78	31143.94	32245.81	33353.04	34645.70	35745.43
	BIWK	1023.85	1066.27	1108.66	1150.87	1193.25	1235.47	1277.89	1327.42	1369.56
	35HR	14.63	15.23	15.84	16.44	17.05	17.65	18.26	18.96	19.57
	40HR	12.80	13.33	13.86	14.39	14.92	15.44	15.97	16.59	17.12
7	ANNL	27851.19	29007.72	30164.26	31329.37	32481.62	33643.51	34804.33	36163.45	37324.28
	BIWK	1067.10	1111.41	1155.72	1200.36	1244.51	1289.02	1333.50	1385.57	1430.05
	35HR	15.24	15.88	16.51	17.15	17.78	18.41	19.05	19.79	20.43
	40HR	13.34	13.89	14.45	15.00	15.56	16.11	16.67	17.32	17.88
8	ANNL	29029.16	30246.79	31466.57	32683.13	33908.26	35121.60	36343.52	37765.88	38983.51
	BIWK	1112.23	1158.88	1205.62	1252.23	1299.17	1345.66	1392.47	1446.97	1493.62
	35HR	15.89	16.56	17.22	17.89	18.56	19.22	19.89	20.67	21.34
	40HR	13.90	14.49	15.07	15.65	16.24	16.82	17.41	18.09	18.67
9	ANNL	30263.94	31545.88	32820.32	34104.41	35376.71	36653.29	37937.38	39416.54	40697.42
	BIWK	1159.54	1208.65	1257.48	1306.68	1355.43	1404.34	1453.54	1510.21	1559.29
	35HR	16.56	17.27	17.96	18.67	19.36	20.06	20.76	21.57	22.28
	40HR	14.49	15.11	15.72	16.33	16.94	17.55	18.17	18.88	19.49
10	ANNL	31563.03	32900.71	34241.61	35588.94	36929.83	38265.37	39600.90	41173.32	42513.14
	BIWK	1209.31	1260.56	1311.94	1363.56	1414.94	1466.11	1517.28	1577.52	1628.86
	35HR	17.28	18.01	18.74	19.48	20.21	20.94	21.68	22.54	23.27
	40HR	15.12	15.76	16.40	17.04	17.69	18.33	18.97	19.72	20.36
11	ANNL	32931.80	34334.86	35742.21	37146.35	38553.70	39961.05	41357.68	43005.13	44409.26
	BIWK	1261.75	1315.51	1369.43	1423.23	1477.15	1531.07	1584.59	1647.71	1701.50
	35HR	18.03	18.79	19.56	20.33	21.10	21.87	22.64	23.54	24.31
	40HR	15.77	16.44	17.12	17.79	18.46	19.14	19.81	20.60	21.27

RANGE	STEP	1	2	3	4	5	6	7	8	9
12	ANNL	34357.37	35833.32	37306.05	38786.29	40257.95	41734.98	43201.28	44924.83	46399.71
	BIWK	1316.37	1372.92	1429.35	1486.06	1542.45	1599.04	1655.22	1721.26	1777.77
	35HR	18.81	19.61	20.42	21.23	22.04	22.84	23.65	24.59	25.40
	40HR	16.45	17.16	17.87	18.58	19.28	19.99	20.69	21.52	22.22
13	ANNL	35856.90	37402.52	38959.93	40510.91	42062.96	43616.09	45169.21	46983.87	48531.63
	BIWK	1373.83	1433.05	1492.72	1552.14	1611.61	1671.11	1730.62	1800.15	1859.45
	35HR	19.63	20.47	21.32	22.17	23.02	23.87	24.72	25.72	26.56
	40HR	17.17	17.91	18.66	19.40	20.15	20.89	21.63	22.50	23.24
14	ANNL	37434.68	39061.76	40689.91	42316.99	43947.29	45575.45	47212.17	49100.79	50740.73
	BIWK	1434.28	1496.62	1559.00	1621.34	1683.80	1746.19	1808.90	1881.26	1944.09
	35HR	20.49	21.38	22.27	23.16	24.05	24.95	25.84	26.88	27.77
	40HR	17.93	18.71	19.49	20.27	21.05	21.83	22.61	23.52	24.30
15	ANNL	39086.41	40793.88	42500.28	44219.54	45919.51	47633.42	49348.39	51331.33	53039.87
	BIWK	1497.56	1562.98	1628.36	1694.24	1759.37	1825.04	1890.74	1966.72	2032.18
	35HR	21.39	22.33	23.26	24.20	25.13	26.07	27.01	28.10	29.03
	40HR	18.72	19.54	20.35	21.18	21.99	22.81	23.63	24.58	25.40
16	ANNL	40823.89	42625.69	44428.56	46222.85	48025.72	49824.30	51617.52	53722.65	55523.37
	BIWK	1564.13	1633.17	1702.24	1770.99	1840.07	1908.98	1977.68	2058.34	2127.33
	35HR	22.34	23.33	24.32	25.30	26.29	27.27	28.25	29.40	30.39
	40HR	19.55	20.41	21.28	22.14	23.00	23.86	24.72	25.73	26.59
17	ANNL	42651.41	44544.32	46436.15	48322.62	50209.09	52098.78	53990.61	56195.43	58085.11
	BIWK	1634.15	1706.68	1779.16	1851.44	1923.72	1996.12	2068.61	2153.08	2225.48
	35HR	23.35	24.38	25.42	26.45	27.48	28.52	29.55	30.76	31.79
	40HR	20.43	21.33	22.24	23.14	24.05	24.95	25.86	26.91	27.82
18	ANNL	44575.40	46552.98	48534.85	50521.00	52497.51	54475.09	56460.17	58764.67	60747.61
	BIWK	1707.87	1783.64	1859.57	1935.67	2011.40	2087.17	2163.22	2251.52	2327.49
	35HR	24.40	25.48	26.57	27.65	28.73	29.82	30.90	32.16	33.25
	40HR	21.35	22.30	23.24	24.20	25.14	26.09	27.04	28.14	29.09
19	ANNL	46591.57	48664.54	50746.09	52830.86	54910.27	56981.10	59062.65	61491.48	63565.53
	BIWK	1785.12	1864.54	1944.29	2024.17	2103.84	2183.18	2262.94	2356.00	2435.46
	35HR	25.50	26.64	27.78	28.92	30.05	31.19	32.33	33.66	34.79
	40HR	22.31	23.31	24.30	25.30	26.30	27.29	28.29	29.45	30.44
20	ANNL	48699.92	50889.72	53073.1	55262.91	57446.28	59625.37	61819.47	64366.21	66549.58
	BIWK	1865.90	1949.80	2033.45	2117.35	2201.01	2284.50	2368.56	2466.14	2549.79
	35HR	26.66	27.85	29.05	30.25	31.44	32.64	33.84	35.23	36.43
	40HR	23.32	24.37	25.42	26.47	27.51	28.56	29.61	30.83	31.87

## Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS  
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2021

SALARY TABLE: AFSCME LOCAL 1761

FISCAL DAYS: 261

RANGE	STEP	1	2	3	4	5	6	7	8	9
5	ANNL	25654.95	26712.87	27769.72	28809.43	29864.14	30913.49	31958.55	33190.11	34252.33
	BIWK	982.95	1023.48	1063.97	1103.81	1144.22	1184.42	1224.47	1271.65	1312.35
	35HR	14.04	14.62	15.20	15.77	16.35	16.92	17.49	18.17	18.75
	40HR	12.29	12.79	13.30	13.80	14.30	14.81	15.31	15.90	16.40
6	ANNL	26722.52	27829.75	28935.91	30037.78	31143.94	32245.81	33353.04	34645.70	35745.43
	BIWK	1023.85	1066.27	1108.66	1150.87	1193.25	1235.47	1277.89	1327.42	1369.56
	35HR	14.63	15.23	15.84	16.44	17.05	17.65	18.26	18.96	19.57
	40HR	12.80	13.33	13.86	14.39	14.92	15.44	15.97	16.59	17.12
7	ANNL	27851.19	29007.72	30164.26	31329.37	32481.62	33643.51	34804.33	36163.45	37324.28
	BIWK	1067.10	1111.41	1155.72	1200.36	1244.51	1289.02	1333.50	1385.57	1430.05
	35HR	15.24	15.88	16.51	17.15	17.78	18.41	19.05	19.79	20.43
	40HR	13.34	13.89	14.45	15.00	15.56	16.11	16.67	17.32	17.88
8	ANNL	29029.16	30246.79	31466.57	32683.13	33908.26	35121.60	36343.52	37765.88	38983.51
	BIWK	1112.23	1158.88	1205.62	1252.23	1299.17	1345.66	1392.47	1446.97	1493.62
	35HR	15.89	16.56	17.22	17.89	18.56	19.22	19.89	20.67	21.34
	40HR	13.90	14.49	15.07	15.65	16.24	16.82	17.41	18.09	18.67
9	ANNL	30263.94	31545.88	32820.32	34104.41	35376.71	36653.29	37937.38	39416.54	40697.42
	BIWK	1159.54	1208.65	1257.48	1306.68	1355.43	1404.34	1453.54	1510.21	1559.29
	35HR	16.56	17.27	17.96	18.67	19.36	20.06	20.76	21.57	22.28
	40HR	14.49	15.11	15.72	16.33	16.94	17.55	18.17	18.88	19.49
10	ANNL	31563.03	32900.71	34241.61	35588.94	36929.83	38265.37	39600.90	41173.32	42513.14
	BIWK	1209.31	1260.56	1311.94	1363.56	1414.94	1466.11	1517.28	1577.52	1628.86
	35HR	17.28	18.01	18.74	19.48	20.21	20.94	21.68	22.54	23.27
	40HR	15.12	15.76	16.40	17.04	17.69	18.33	18.97	19.72	20.36
11	ANNL	32931.80	34334.86	35742.21	37146.35	38553.70	39961.05	41357.68	43005.13	44409.26
	BIWK	1261.75	1315.51	1369.43	1423.23	1477.15	1531.07	1584.59	1647.71	1701.50
	35HR	18.03	18.79	19.56	20.33	21.10	21.87	22.64	23.54	24.31
	40HR	15.77	16.44	17.12	17.79	18.46	19.14	19.81	20.60	21.27

RANGE	STEP	1	2	3	4	5	6	7	8	9
12	ANNL	34357.37	35833.32	37306.05	38786.29	40257.95	41734.98	43201.28	44924.83	46399.71
	BIWK	1316.37	1372.92	1429.35	1486.06	1542.45	1599.04	1655.22	1721.26	1777.77
	35HR	18.81	19.61	20.42	21.23	22.04	22.84	23.65	24.59	25.40
	40HR	16.45	17.16	17.87	18.58	19.28	19.99	20.69	21.52	22.22
13	ANNL	35856.90	37402.52	38959.93	40510.91	42062.96	43616.09	45169.21	46983.87	48531.63
	BIWK	1373.83	1433.05	1492.72	1552.14	1611.61	1671.11	1730.62	1800.15	1859.45
	35HR	19.63	20.47	21.32	22.17	23.02	23.87	24.72	25.72	26.56
	40HR	17.17	17.91	18.66	19.40	20.15	20.89	21.63	22.50	23.24
14	ANNL	37434.68	39061.76	40689.91	42316.99	43947.29	45575.45	47212.17	49100.79	50740.73
	BIWK	1434.28	1496.62	1559.00	1621.34	1683.80	1746.19	1808.90	1881.26	1944.09
	35HR	20.49	21.38	22.27	23.16	24.05	24.95	25.84	26.88	27.77
	40HR	17.93	18.71	19.49	20.27	21.05	21.83	22.61	23.52	24.30
15	ANNL	39086.41	40793.88	42500.28	44219.54	45919.51	47633.42	49348.39	51331.33	53039.87
	BIWK	1497.56	1562.98	1628.36	1694.24	1759.37	1825.04	1890.74	1966.72	2032.18
	35HR	21.39	22.33	23.26	24.20	25.13	26.07	27.01	28.10	29.03
	40HR	18.72	19.54	20.35	21.18	21.99	22.81	23.63	24.58	25.40
16	ANNL	40823.89	42625.69	44428.56	46222.85	48025.72	49824.30	51617.52	53722.65	55523.37
	BIWK	1564.13	1633.17	1702.24	1770.99	1840.07	1908.98	1977.68	2058.34	2127.33
	35HR	22.34	23.33	24.32	25.30	26.29	27.27	28.25	29.40	30.39
	40HR	19.55	20.41	21.28	22.14	23.00	23.86	24.72	25.73	26.59
17	ANNL	42651.41	44544.32	46436.15	48322.62	50209.09	52098.78	53990.61	56195.43	58085.11
	BIWK	1634.15	1706.68	1779.16	1851.44	1923.72	1996.12	2068.61	2153.08	2225.48
	35HR	23.35	24.38	25.42	26.45	27.48	28.52	29.55	30.76	31.79
	40HR	20.43	21.33	22.24	23.14	24.05	24.95	25.86	26.91	27.82
18	ANNL	44575.40	46552.98	48534.85	50521.00	52497.51	54475.09	56460.17	58764.67	60747.61
	BIWK	1707.87	1783.64	1859.57	1935.67	2011.40	2087.17	2163.22	2251.52	2327.49
	35HR	24.40	25.48	26.57	27.65	28.73	29.82	30.90	32.16	33.25
	40HR	21.35	22.30	23.24	24.20	25.14	26.09	27.04	28.14	29.09
19	ANNL	46591.57	48664.54	50746.09	52830.86	54910.27	56981.10	59062.65	61491.48	63565.53
	BIWK	1785.12	1864.54	1944.29	2024.17	2103.84	2183.18	2262.94	2356.00	2435.46
	35HR	25.50	26.64	27.78	28.92	30.05	31.19	32.33	33.66	34.79
	40HR	22.31	23.31	24.30	25.30	26.30	27.29	28.29	29.45	30.44
20	ANNL	48699.92	50889.72	53073.1	55262.91	57446.28	59625.37	61819.47	64366.21	66549.58
	BIWK	1865.90	1949.80	2033.45	2117.35	2201.01	2284.50	2368.56	2466.14	2549.79
	35HR	26.66	27.85	29.05	30.25	31.44	32.64	33.84	35.23	36.43
	40HR	23.32	24.37	25.42	26.47	27.51	28.56	29.61	30.83	31.87

**Appendix E – page 1 of 2**

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
CERTIFICATIONS REQUIRED FOR USE OF SICK LEAVE TO CARE FOR  
A SERIOUSLY ILL FAMILY MEMBER**

This form must be submitted to your supervisor for approval in advance of your absence to provide care for a seriously ill family member whenever possible. In cases when it is not possible to submit the form in advance, it must be submitted not later than 30 days after your absence to provide care for a seriously ill family member. **Without prior and complete certification Sick Leave use will not be permitted for the employee.**

**CERTIFICATION BY THE EMPLOYEE (please print clearly)**

I have read the DEFINITIONS on the reverse side and I certify that on the following DATE(S):

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;

I will/did provide the following CARE

(please specify) \_\_\_\_\_

to my SERIOUSLY ILL FAMILY MEMBER \_\_\_\_\_  
(Name of Seriously ill family member)

Who is my (check one):  Spouse  Parent  Child under 18  Child 18 or over incapable of self care

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**CERTIFICATION BY HEALTH CARE PROVIDER**

I have read the DEFINITIONS on the reverse side and I certify that the individual named above as the SERIOUSLY ILL FAMILY MEMBER is my patient who suffers from a SERIOUS HEALTH CONDITION as defined. I also certify that the above named employee of Rutgers University needs/needed to provide CARE for the seriously ill family member identified above on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Please print or type Name of Health Care Provider

\_\_\_\_\_  
Type of Practice

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date of Certification

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
License Number

## Appendix E – page 2 of 2

### DEFINITIONS FOR USE OF SICK LEAVE TO CARE FOR A SERIOUSLY ILL FAMILY MEMBER

#### Definition of Serious Health Condition

- A. Illness, injury, impairment, physical or mental condition that involves one or more of the following:
1. Inpatient care in a hospital, hospice, residential medical care facility for treatment, recovery, subsequent treatment in connection with the inpatient care.
  2. Continuing treatment for:
    - a. a period of incapacity (inability to work, attend school, perform regular daily activities) for more than 3 consecutive calendar days if the period of incapacity also involves treatment two or more times by a health care provider followed by a regimen of continuing treatment under the supervision of a health care provider. Regimen includes a course of prescription medication or therapy requiring special equipment to resolve or alleviate the serious health condition, e.g., oxygen.
    - b. a period of incapacity due to chronic serious health condition. A chronic condition is one which (1) requires periodic visits for treatment by a health care provider; (2) continues over an extended period of time; and (3) may cause episode rather than a continuing period of incapacity, e.g., asthma, diabetes, epilepsy, etc.
    - c. a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective such as Alzheimer's, a severe stroke, terminal stages of a disease.
    - d. Medical intervention, such as chemotherapy, dialysis, etc.

#### Not Included in Definition of Serious Health Condition

- A. Ordinary cosmetic treatments, the common cold, flu, ear aches, upset stomach, minor ulcers, headaches, routine dental problems are not serious health conditions. Mental illness, stress or allergies are not a serious health condition unless all other conditions are met
- B. Substance abuse is not a serious health condition unless treatment by a health care provider is involved.
- C. Over the counter medication, bed rest, exercise, and other similar activities that can be initiated without a visit to a health care provider are not, by themselves, a regimen or treatment.
- D. Treatment does not include routine medical, physical, eye, or dental exams.

#### Definition of Care of A Seriously Ill family Member

**Care of a Seriously Ill Family Member** is the employee's attendance at a hospital, health care facility, or at home, or transport to medical treatment, when certified by a health care provider. It **does not** cover matters unrelated to medical needs such as baby-sitting, running errands, and/or running a business for the family member while he/she is ill; for these purposes, the appropriate charge is vacation, administrative leave, personal holiday, or leave without pay.

#### Covered Family Members

**Spouse** is a husband or wife as recognized under New Jersey state law for purposes of marriage.

**Child** is a son/daughter of the employee under the age of 18 who is the biological, adopted, or foster child, stepchild, or legal ward; or over the age of 18 who is incapable of self care because of a mental or physical impairment.

**Parent** is a biological, adoptive, or step-parent, or legal guardian.

## Appendix F – Inactive Titles Deleted from Contract



Office of Labor Relations  
 University Human Resources  
 Rutgers, The State University of New Jersey  
 Administrative Services Building II  
 57 U.S. Highway 1  
 New Brunswick, NJ 08901-8554

www.uhr.rutgers.edu  
 732-932-3020, Ext. 4040  
 Fax: 732-932-0018

July 18, 2007

Rich Gollin, Director  
 AFSCME Council 52  
 516 Johnston Avenue  
 Jersey City, NJ 07304

**Re: Inactive Titles to be Deleted from Contract**

Dear Mr. Gollin:

During a recent review of many of the job descriptions for titles within the AFSCME Local 1761 bargaining unit it was determined that many of the titles listed within Appendix A are inactive in that they have not been encumbered for at least five years and they represent functions that are obsolete or no longer required by the departments in which these positions existed.

While the University **does not** propose or suggest removal of these titles from among the titles properly recognized as within the AFSCME Local 1761 bargaining unit, the University intends to deem these titles as “Inactive” as a matter of administrative maintenance. Should a hiring need arise, the duties and responsibilities of which are determined to be within the scope of one of these titles, the title will simply be re-deemed as “active” and any individual hired into such position will be recognized as bargaining-unit eligible so long as the individual meets the eligibility criteria set forth in the collective agreement’s Recognition article.

Titles to be deemed Inactive:

TITLE	RANGE
Accounting Clerk	07
Addressograph Mimeo Mach Operator	05
ANIMAL CARETAKER-IAB LAB	09
ANIMAL CARETAKER-LAB	07
Assistant Equip Mgr Athletics	12
Assistant Instrument Maker/Repairer	18

Assistant Lab Mechanic	07
Assistant Museum Installer/Preparator	11
Assistant Photographer	
Audio-Visual Technician	08
Budget Clerk	09
Classroom Assistant	09
Clerk Bookkeeper	08
Clerk Stenographer	07
Clerk Transcriber	07
Clerk Transcriber - Lang	08
Clerk Typist	08
Clerk Typist - Lang	09
Clinic Assistant	12
Composing Machine Operator	07
Compositor Asst/Graphics (ICLE)	11
Compositor Coordinator	15
Computer Design Tech	19
Computer Operator/Librarian	13
Computer Technician - Physics	16
Crew Rigger	16
Crime Analysis Technician	15
Curatorial Assistant	13
Customer Services Representative	13
Data Control Coordinator II	15
Data Processing Machine Oper II	09
Data Processing Machine Oper III	07
Drafting Technician	10
Drafting Technician -	13

Electronics	
Electro/Set Compositor (ICLE)	09
Engineering Aide	09
Equipment Manager (N)	14
Equipment Manager Athletics	16
Financial Aid Clerk	09
Finishing Clerk II	08
General Clerk	08
Head Dispatcher - Buses	14
Head Drafting Technician	18
Head Offset Machine Operator	17
Head Photocopy/Reprographics Tech	15
Head Telephone Operator	12
Health & Safety Technician {Incl}	16
Health Technician I	18
Housing Access Coordinator	15
Insurance Clerk	12
Keypunch Operator	07
Lab Animal Care Tech	12
Lab Mechanic	14
Language Lab Assistant	13
Lead Postal Clerk	15
Librarian-Keypunch OPR - CCIS	11
Library Assistant 4	08
Library Assistant IV	08
Library Utility Worker	09
Lighting Specialist	14
Machinist	16
Medical Technician	15



Micromation Assistant	10
Micromation Technician	15
Museum Installer/Preparator	14
Office Machine Clerk	07
Offset Machine Operator	07
Offset Press Operator II	11
Offset/Bindery Machine Operator	07
Operations Coordinator	13
PBP Clerk	08
Photocopy/Reprographics Tech	13
Photographer	14
Photographer Technician	
Photographic Communications Coord	17
Photographic Tech-Publications	11
Postal Clerk/Telephone Operator	09
Postal Clerk/Telephone Operator-C	09
PPL ANIMAL CARETAKER - LAB	14
PPL ANIMAL CARETAKER-IAB LAB	16
Principal Drafting Technician	14
Principal Engineering Aide	16
Principal Keypunch Operator	13
Principal Office Machine Clerk	11
Principal Offset Machine Operator	13
Principal Statistical Clerk	11
Printing Operations Clerk	08
Printing Operator III	08

Production Assistant (SCPA)	13
Production Control Clerk	08
Promotional Assistant (UP)	07
Publications Clerk	11
Publications Compositor	11
Radiologic Technician	19
Sales Clerk	08
Scanner Measurer - Physics	08
Secretarial Assistant I	19
Senior Architectural Drafting Tech	12
Senior Audio-Visual Technician	10
Senior Clerk Typist - Lang	10
Senior Drafting Technician	12
Senior Electronics Technician	16
Senior Engineering Aide	14
Senior Keypunch Operator	09
Senior Lab Assistant	08
Senior Office Machine Clerk	08
Senior Offset Machine Operator	10
Senior PBP Clerk	10
Senior Platemaker and Multilith Operator	07
Senior Scanner/Measurer - Physics	11
Senior Statistical Clerk	07
Senior Tandem Accelerator Technician	19
Senior Teller (SAR)	11
SR ANIMAL CARETAKER-IAB LAB	12
SR ANIMAL CARETAKER-LAB	11
SR Photostat Operator	10

Stage Hand/Electrician	14
Stage Manager	12
Statistical Assistant	13
Statistical Asst-Inst Research	13
Statistical Clerk	05
Studio Technician	14
Surplus Property Clerk	11
Tandem Accelerator Technician	15
Telephone Operator	11
Television Technician	14
Teller	07
Teller (SAR)	09
Ticket Sales Assistant	13
Ticket Sales Asst-Athletics	13
Typesetting Prod Assistant- UP	13
Typist - Technical	10
Varicomp/m-VIP Operator (PI)	11
Word Processing Machine Oper I	14
Word Processing Machine Oper II	11
Word Processing Machine Oper III	09

Sincerely,



Harry M. Agnostak,  
Assistant VP, Human Resources

## Addenda

The following Side Bar Agreements are included as addenda, but are not part of, the July 1, 2007 to June 30, 2011 collective agreement.

### **SIDE BAR AGREEMENT BETWEEN RUTGERS AND LOCAL 1761 FOR THE JULY 1, 1999 THROUGH JUNE 30, 2003 AGREEMENT REGARDING THE RUTGERS/LOCAL 1761 JOINT COMPENSATION COMMITTEE**

1. Rutgers, The State University of New Jersey, and AFSCME Local #1761 hereby establish a Joint Committee on Compensation (JCC).
2. The JCC shall be composed of three (3) representatives from AFSCME Local #1761 and three (3) representatives from Rutgers.
3. The JCC shall meet no less than once per semester beginning in Fall 2000. The JCC agrees to jointly collect data/information which may be accomplished through the establishment of sub-groups.
4. The JCC shall discuss various/alternate forms of compensation systems possible for different job titles in the unit with a view towards better informing the parties. For example, parties may gather information regarding:
  - \_\_\_ Job rate systems
  - \_\_\_ Seniority based compensation systems
  - \_\_\_ Performance based compensation systems
  - \_\_\_ Variable based compensation systems
  - \_\_\_ Peer based evaluation systems
  - \_\_\_ Incentive compensation systems
5. The information may be used by the parties to formulate positions on salary and compensation during the next round of negotiations but shall, in no way, be binding on either party.
  1. Both parties agree that these discussions shall not be construed as tacit approval of any matter discussed.

**SIDE BAR AGREEMENT FOR THE DISPLAY OF A BROCHURE AT NEW  
EMPLOYEE ORIENTATION SESSIONS**



Office of Labor Relations · Rutgers, The State University of New Jersey  
60 College Avenue · New Brunswick · New Jersey 08901-8541  
(732) 932-7162 · FAX: (732) 932-0018

April 20, 2004

Rich Gollin  
AFSCME Council 52, Director  
516 Johnston Avenue  
Jersey City, NJ 07304

Re: AFSCME Local 1761 Brochure  
and New Employee Orientation

Dear Mr. Gollin:

Pursuant to an agreement reached on March 3, 2004, the University agrees to display a brochure, prepared and provided by, and relevant to, membership in Local 1761 at New Employee Orientation sessions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Harry M. Agnostak", written over a light gray, textured rectangular background.

Harry M. Agnostak  
Director, Office of Labor Relations

Cc: S. Russell  
T. Torok

**SIDE BAR AGREEMENT FOR ONE-RANGE UPGRADE TO POSITIONS  
OF POSTAL CLERK AND COURIER**



Office of Labor Relations · Rutgers, The State University of New Jersey  
60 College Avenue · New Brunswick · New Jersey 08901-8541  
(732) 932-7162 · FAX: (732) 932-0018

April 20, 2004


Rich Gollin  
AFSCME Council 52, Director  
516 Johnston Avenue  
Jersey City, NJ 07304

Re: One Range Upgrade for the Position of Postal Clerk and Courier

Dear Mr. Gollin:

Pursuant to an agreement reached on March 3, 2004, effective July 1, 2004, the positions of Postal Clerk and Courier will each be upgraded one salary range from range 9 to range 10. Revised job descriptions will be issued to reflect these changes.

Very truly yours,



Harry M. Agnostak  
Director, Office of Labor Relations

Cc: S. Russell  
P. Kelly

**SIDE BAR AGREEMENT FOR RELEASE TIME FOR LOCAL 1761 PRESIDENT  
JOY WILLINGER**



Office of Labor Relations  
University Human Resources  
Rutgers, The State University of New Jersey  
Administrative Services Building II  
57 U.S. Highway 1  
New Brunswick, NJ 08901-8554

www.uhr.rutgers.edu  
848-932-3400  
Fax: 732-932-0018

October 9, 2018

Steve Tully  
AFSMCE New Jersey North Region  
1099 Wall Street West  
Lyndhurst, NJ 07071

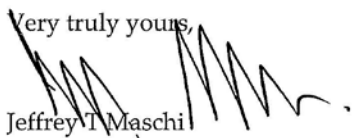
RE: Release time for Local 1761 President Joy Willinger

Dear Mr. Tully:

This correspondence reflects the agreement regarding union release time for Local 1761 President Joy Willinger. Pursuant to our discussions, Ms. Willinger shall be released from work twice per week, from 1:30 to 5:00 pm, with the days being mutually agreed upon. Ms. Willinger will continue to work in her position as a Health Technician III for her other regularly scheduled hours.

Should any matter, such as an arbitration hearings or meetings, which Ms. Willinger attends or participates in extend beyond 5:00 pm on any day of the week, Ms. Willinger will not make any claim for benefits or compensation under any provision of the collective negotiations agreement based on additional time spent beyond 5:00 pm. In addition, Ms. Willinger shall receive such release time only as long as she remains in the title of AFSCME Local 1761 President.

Very truly yours,



Jeffrey T. Maschi  
Director, Office of Labor Relations

Cc: Rose Bartley  
Dr. Melodee Lasky  
Joy Willinger  
Seth Gollin  
Terry Woodrow

July 18, 2007

Rich Gollin, Director  
AFSCME Council 52  
516 Johnston Avenue  
Jersey City, NJ 07304

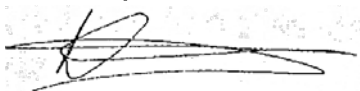
**Re: Salary Set-asides for 10-month Employees**

Dear Mr. Gollin:

Rutgers will provide a representative from University Human Resources to meet with interested members of the bargaining unit to explain to them, and to assist them in creating, an account with the Rutgers Federal Credit Union into which 10-month employees can directly deposit a portion of their after-tax wages should they desire to set aside money to be withdrawn during their two-month period of non-employment.

Rutgers will provide this informational meeting annually each September.

Sincerely,



Harry M. Agnostak,  
Assistant VP, Human Resources

July 18, 2007

Rich Gollin, Director  
AFSCME Council 52  
516 Johnston Avenue  
Jersey City, NJ 07304

**Re: Temporary Employees**

Dear Mr. Gollin:

The parties are both committed to enforcing the provisions of Article 2 of the Agreement. To that end, the University, to the best of its capabilities, shall provide on October 1 of each year a list of temporary employees who have performed bargaining unit work as least 20 hours a week in excess of 12 consecutive months.

The parties further agree to meet and confer regarding this list should any issues arise.

The intent of this language is not to perpetuate the continued employment of an individual Type 4 employee beyond the contractual limits.

Sincerely,



Harry M. Agnostak,  
Assistant VP, Human Resources



# Index

## A

Acting Capacity, 23  
Administrative Leave, 18  
Adoption, 16  
Alternate Day off, 13  
Anniversary Date, 22  
Arbitration, 6  
Auto Allowance, 24  
Automobile Liability Insurance, 25

## B

Bereavement Leave, 15  
Biweekly Pay, 22  
Bulletin Boards, 30  
Bumping, 9

## C

Call Back Pay, 24  
Casual Employee, 1  
Change in Workshifts, 25  
Child Care Leave, 16  
Childbirth, 16  
Classification Review Officer, 29

## D

Definitions, 1  
Discharge, 7  
Discipline, 7  
Dues Deductions, 2

## F

Family Leave, 37

## G

General Provisions, 32  
Grievance Procedure, 4

## H

Health Benefits, 31  
Holidays, 13

## J

Job Description, 30  
Job Evaluation Manual, 30  
Job Posting Procedure, 26  
Jury Duty, 18

## L

Labor/Management Conferences, 4  
Layoff, 8  
Leave of Absence, 17  
Life Insurance Benefits, 31

## M

Meal Allowance, 33  
Military Leave, 16  
Motor Vehicle Registration, 32

## N

Nondiscrimination, 3

## O

Overtime, 23

## P

Part-time Employees, 14  
Personnel Files, 32  
Pregnancy, 16  
Printing of Agreement, 35  
Promotion Compensation, 23  
Promotional Opportunities, 26

## R

Reclassification, 29

Recruitment, 27  
Regular Employee, 1  
Resignation, 25  
Rest Periods, 13  
Retirement, 31

## S

Safety Committee, 31  
Salary, 19  
Selection, 28  
Seniority, 8  
Severability, 35  
Shift Preference, 25  
Sick Leave, 14  
Stewards, 2

## T

Technological Change, 26  
Temporary Employee, 1  
Ten-Month Employees, 31  
Term of Agreement, 40

## U

Uniform maintenance allowance, 33  
Union Representatives, 2  
University Procedures, 31

## V

Vacant Positions, 26  
Vacation, 11  
VDT Operators, 35

## W

Work Shifts, 25  
Workday, 34  
Workweek, 34



