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AGREEMENT

Between

MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS

And

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO
(DIVISION OF SOCIAL SERVICES - CLERICAL/PROFESSIONAL)

Local 1087

January 1, 2000 - December 31, 2003

originals- clerk of the Board
union

cc: Finance
Personnel
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INDEX		
ARTICLE	TITLE	PAGE
	PREAMBLE	3
1	RECOGNITION	4
2	UNION SECURITY	6
3	MANAGEMENT RIGHTS	8
4	PERSONNEL PRACTICES/DISCIPLINARY	9
5	GRIEVANCE PROCEDURE	10
6	SALARY	15
7	ANNIVERSARY DATES/PROMOTION	18
8	HOURS OF WORK/OVERTIME	21
9	TEMPORARY ASSIGNMENT	22
10	EXTENDED HOURS PROGRAM	23
11	HOLIDAYS	28
12	VACATIONS	29
13	LEAVES OF ABSENCE	31
14	MEDICAL BENEFITS	34
15	HEALTH AND SAFETY	36
16	RETIREMENT	38
17	AUTOMOBILE EXPENSES	39
18	LEGAL REPRESENTATION	40
19	EQUAL TREATMENT	41
20	BARGAINING CLAUSES/RENEWAL	42
	SIGNATURE PAGE	43

PREAMBLE

This Agreement entered into by the Monmouth County Board of Chosen Freeholders (hereinafter referred to as the Employer or the County), and the Communications Workers of America, AFL-CIO (hereinafter referred to as the Union), has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1

RECOGNITION

Section 1. The County recognizes the Union as the sole and exclusive representative of employees of the County at the Monmouth County Division of Social Services (Agency) in a unit of clerical and professionals in the following titles, but excluding temporary employees of six (6) months or less, confidential employees, managerial executives, police, blue collar and supervisory employees:

Clerk	Supervising Clerk Stenographer
Account Clerk	Supervising Clerk Typist
Clerk Typist	Supervising Demo
Telephone Operator	Supervising Telephone Operator
Clerk Stenographer	IMT (Human Services Specialist 1)
DEMO	IMW (Human Services Specialist 2)
Senior Clerk	IMS (Human Services Specialist 3)
Senior Telephone Operator	Coordinator of Volunteers
Senior Account Clerk	Investigator, CWA
Senior Clerk Typist	Social Worker
Senior Clerk Stenographer	Training Technician
Senior DEMO	Social Worker Specialist
Principal Clerk	Senior Training Technician
Principal Account Clerk	Data Processing Technician
Principal Clerk Typist	Psychiatric Technician
Principal Clerk Stenographer	Psychiatric Charge Technician
Principal Data Control Clerk	
Principal DEMO	
Supervising Account Clerk	
Supervising Clerk	

Section 2. The individual holding the position of clerical to the Fiscal Officer shall be excluded from the unit as a confidential employee.

Section 3. Any new title authorized for use by the Employer at the Agency will be negotiated for inclusion or exclusion from the bargaining unit. In the event that agreement between the Employer and the Union is not reached, the title will be excluded from the bargaining unit pending resolution by the Public Employee Relations Commission (PERC).

ARTICLE 2

UNION SECURITY

Section 1. The Employer agrees to deduct monthly, from the pay of each employee who furnishes a written authorization for such deduction, in a form acceptable to the Employer, the amount of monthly union dues. Monthly union dues shall be 2 hours pay per month based on a 40 hour work week or such other amount as may be certified to the Employer by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made.

Section 2. Deduction of the union dues made pursuant to this Article shall be remitted by the Employer to the Union by the tenth (10th) day of the month following the calendar month in which such deductions were made, together with a list of employees from whose pay such deductions were made.

Section 3. If an employee chooses not to become a member of the Union, then that employee will be required to pay a representation fee to the Union in lieu of dues. The purpose of this fee will be to offset the employee's cost of services rendered by the Union as majority representative.

The representation fee to be paid by non-members will be equal to 85% of the regular membership dues charged by the Union to its own members as permitted by law under N.J.S.A. 34:13A-5.5 through 5.8, and as that law may be amended.

Section 4. The Union shall indemnify and hold the Employer harmless against any and all such claims, suits, orders of judgments brought or issued against the Employer that shall arise out of any of the provisions of the Article.

Section 5. Provided space continues to be available on the Employer's computer, payroll deductions will be made available to employees on a voluntary basis for the Committee on Political Education (COPE).

Section 6. The Employer agrees that there will be one-half hour granted to the Union to address new employees at Orientation Sessions.

Section 7. The Union will be permitted an aggregate of 30 days per calendar year of time off with pay and 15 days per calendar year without pay for the purpose of conducting Union business. The Local 1087 union president will have an additional ten (10) days off per year with pay for conducting union business for both the Clerical/Professional and Supervisory Units. This time shall be used for any off-site Union activities as well as on-site meetings for which there is no provision elsewhere in the Agreement for the matter to be conducted on Employer paid time. These days shall not be cumulative.

Section 8. Any employee seeking to make use of such time shall notify the Employer and present an authorization form from the Union. The employee shall report to and from their workstation before and after the Union activity. The Employer shall report all usage to the Agency Personnel Officer who shall keep a record of the total time utilized.

Section 9. Authorized Union representatives not to exceed four (4) shall be released from duty for such collective negotiation sessions as are mutually scheduled to take place during work time and shall suffer no loss in regular pay.

ARTICLE 3

MANAGEMENT RIGHTS

Section 1. The Employer retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the law and constitution of the State of New Jersey.

Section 2. All such rights, powers, authority and prerogatives of management possessed by the Employer are retained, subject to limitations imposed by law, except as they are specifically abridged or modified by this Agreement.

Section 3. The Employer retains the responsibility to promulgate and enforce rules and regulations subject to the limitations imposed by law, governing the conduct and activities of employees not inconsistent with the express provisions of the Agreement.

Section 4. The Employer shall establish reasonable and necessary written rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

Section 5. The Employer shall permit the Union to use the interoffice mail system, but no use of metered postage will be permitted.

ARTICLE 4

PERSONNEL PRACTICES AND DISCIPLINARY ACTION

Section 1. Each employee may review the contents of their personnel file upon request and may authorize a Union representative to accompany them while they review their file. An employee shall have the right to respond to any document in their personnel file within 30 working days of its receipt by the employee. A response shall be directed to the appropriate party and shall be included in the employee's personnel file.

Section 2. Client-Employee Records – because of the confidential nature of client-employee records, they are to be kept in a separate file under lock and key accessible only to authorized personnel.

Section 3. Employees shall be given a copy of all memos and documents which are to be included in the personnel file. This shall not apply to routine records, for example attendance, etc. Additionally, employees will be afforded the opportunity to initial all documents which are of a disciplinary nature prior to such placement in the file.

Section 4. Disciplinary action, shall only be for just cause.

Section 5. Both parties recognize the preference for the use of progressive discipline, but also understand that such concepts must be applied flexibly, based upon the nature of the alleged infraction and the circumstances surrounding its occurrence.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 1. Purpose. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of Management. However, if such discussion involves a matter covered by the definition of a "contractual grievance", any resulting grievance shall be processed only through Union representation.

Section 2. Definitions. The term "grievance" shall mean an allegation that there has been: (1) a misinterpretation or misapplication of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contractual grievance"; or (2) inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Division of Social Services which shall be processed up to and including the Director of Human Services, and shall hereinafter be referred to as a "non-contractual grievance".

Section 3. Presentation of a Grievance. The Employer agrees that at each step of the grievance procedure there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one Union representative.

Section 4. Steps of the Grievance Procedure. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

STEP 1

The grievant shall present a written grievance to their immediate Supervisor within 15 working days of the occurrence complained of, or within 15 working days after the grievant would reasonably be expected to know of its occurrence. Failure to act within 15 days shall be deemed to constitute an abandonment of the grievance. In the event the issue grieved is outside the authority of the immediate Supervisor to resolve, the grievant shall file the grievance with the appropriate person as designated by the Agency Personnel Officer. The Supervisor shall render a written decision within 5 working days after receipt of the grievance.

STEP 2

If dissatisfied with the Supervisor's decision, then the grievant must file their complaint with their Administrative Supervisor within 5 working days. The Administrative Supervisor will render a written decision within 10 working days after receipt of the grievance.

STEP 3

In the event satisfactory settlement has not been reached, the grievant shall file the complaint with the Division Director within 5 working days following the determination at Step 2. The Director shall render a written decision within 10 working days after the receipt of the complaint.

STEP 4

Should the grievant disagree with the decision of the Division Director, the grievant may, within 5 working days, submit a statement to the Director of Human Services as to the issue in dispute. The Director of Human Services shall review the decision of the Director of Social Services together with the disputed areas submitted by the grievant. The grievant and/or the Union representative may request an appearance before the Director of Human Services. The Director of Human Services will render a written decision within 20 working days after this matter has been reviewed. If the decision involves a non-contractual grievance, the decision of the Director of Human Services shall be final.

STEP 5

(a) Any unresolved contractual grievance, except matters involving appointment, promotion or assignment or matters within the exclusive province of New Jersey Department of Personnel (DOP), may be appealed to arbitration only by the Union. The Union must file the request for arbitration within 20 working days after the receipt of the written decision of the Director of Human Services on the grievance or lack thereof.

(b) Nothing in the Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

(c) The grievant may pursue the DOP procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall

be deemed final and binding and constitute an absolute waiver of the procedure not selected.

(d) The arbitrator shall be selected on a case-by-case basis from the members of panel maintained by PERC.

(e) The parties shall meet at least 10 working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.

(f) The decision or award of the arbitrator shall be final and binding on the Employer, the Union, and the grievant to the extent permitted by and in accordance with applicable law and this Agreement.

(g) The arbitrator may prescribe an appropriate back pay remedy when a violation of this Agreement is found, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except no award may be made which exceeds the authority of the Employer.

(h) The arbitrator shall have no authority to prescribe a monetary award as penalty for violation of this Agreement.

(i) The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement. The arbitrator shall confine any decision solely to the interpretation and application of this Agreement and to the precise issue submitted for arbitration. The arbitrator shall have no authority to determine any other issues not so submitted nor shall observations or declarations of opinions, which are not essential in reaching this determination, be submitted.

(j) The costs and services of the arbitrator shall be borne equally by the Employer and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.

(k) The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

(l) The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible and shall issue a decision, in writing, within 30 days after the close of the hearing.

(m) Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence as to the prior conduct of the other party.

ARTICLE 6

Salary

Section 1. 2000. All employees in the unit and employed by the County on the date of final ratification of this Agreement by the Union, shall receive a raise of two percent (2%), effective the first pay period of January 2000, and retroactive to that date, including retired or deceased employees who were on the payroll as of December 31, 1999 and two percent (2%) effective the first pay period of July, 2000 and retroactive to that date, including retired or deceased employees who were on the payroll as of December 31, 1999. Eligible employees on leave of absence without pay, including non-work related disability, will receive retroactive adjustments upon return to active duty. (Appendix A).

Section 2. 2001. All employees in the unit employed by the County on or before December 31, 2000 shall receive a raise of three percent (3%) effective the first pay period of April 2001. Increment movement shall occur in 2001. Seniority step movement will occur in 2001 as follows: (Appendix B).

Step A – 1%
Step B – 2%
Step C – 3%

Section 3. 2002. All employees in the unit and employed by the County on or before December 31, 2001 shall receive a raise of two percent (2%) effective the first pay period of January, 2002 and two percent (2%) effective the first pay period in July, 2002. Seniority step movement will occur in 2002 and shall increase in 2002 as follows:

Step A – 2%
Step B – 3%
Step C - 4%

Section 4. 2003. All employees in the unit and employed by the County on or before December 31, 2002 shall receive a raise of four percent (4%) effective the first pay period of January, 2003. No increment or seniority step movement will occur in 2003.

Section 5. To be eligible for placement on seniority steps on January 1, 2001 and January 1, 2002, an employee must have been at maximum (Step 10) for at least twelve months as of January 1 of that year and have a date of hire as set forth below. Movement on seniority steps will take place only on January 1, 2001 and January 1, 2002.

Hire Dates for 2001 Seniority Steps:

1/5/81 – 1/4/86.....Step A (15 years)
1/5/76 – 1/4/81.....Step B (20 years)
Earlier than 1/5/76.....Step C (25 years).

Hire Dates for 2002 Seniority Steps:

1/5/82 – 1/4/87.....Step A (15 years)
1/5/77 – 1/4/82.....Step B (20 years)
Earlier than 1/5/77.....Step C (25 years).

Section 6. Increments and seniority steps are mutually agreed to be part of the negotiated overall wage increase for this agreement only and they are not automatic except as provided within this Agreement for the duration thereof. In no case will an increment or seniority step accrue or be paid beyond the express term of this agreement except as negotiated in a successor agreement.

Pay raises resulting from increment steps and seniority steps will be implemented at the beginning of the payroll period that includes the effective date of the raise.

Section 7. Any individuals hired after January 1, 2001 in the Income Maintenance Technician (Human Services Specialist 1) title will be placed on a range one level below the current range for the title on the salary chart, i.e. Range 13 versus Range 14. When moving into the title of Income Maintenance Worker (Human Services Specialist 2) these employees hired after January 1, 2001 will be placed on a range one level below the current range for the title on the salary scale, i.e. Range 16 versus Range 17. Employees on the current promotional list for IMT will be exempt from the above cited Range change. Any individual hired after January 1, 2001 in the Social Worker title will be placed on a range one level below the current range for the title on the salary scale, i.e. Range 18 versus Range 19.

Section 8. At the time the current confidential principal clerk typist position is vacated in Personnel the current non-confidential principal clerk typist will move into the vacated confidential position provided the employee agrees to accept it. If the move is not accepted by the current non-confidential PCT, the vacated confidential position will be posted and another comparable position will be found for the current non-confidential PCT at the same salary level. In the event the current non-confidential position is vacated it will become a confidential position and posted as such.

ARTICLE 7

ANNIVERSARY DATES, PROMOTIONS AND DEMOTIONS

Section 1. Hiring Date. Employees hired from January 1st through March 31st will have an anniversary date of April 1st of the following year; employees hired from April 1st through June 30th will have an anniversary date of July 1st of the following year; employees hired July 1st through September 30th have an anniversary date of October 1st of the following year; employees hired from October 1st through December 31st will have an anniversary date of January 1st of the second year following the year of hire.

Section 2. Promotion Date. Any employee who receives a promotion in which their salary adjustment equals two or more increments in the old range, will automatically have their anniversary date changed from their hiring date to their promotion date and the computation will be as set forth in above.

Section 3. Any employee who goes on a leave of absence will have their anniversary date changed as follows:

Calendar Days of Leave	Anniversary Date Change
30 days or less	No change in AD
Over 30 days but equal to or less than 120	AD change of 1 quarter
Over 120 days but equal to or less than 210	AD change of 2 quarters
Over 210 days but equal to or less than 300	AD change of 3 quarters
Over 300 days but equal to or less than 390	AD change of 4 quarters

Section 4. Promotions. An employee who is promoted or reclassified to another title with a high salary range shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount (if necessary) to adjust and equalize their salary to the proper step of the new range.

Section 5. Demotions. If an employee is subsequently appointed to another title with a lower salary range, their salary will be reconstructed, or equalized, on the basis of their previous employment record.

Section 6. Job Postings. The following job openings, except entrance level clerical positions, shall be posted on all official bulletin boards for a period of five (5) working days: a newly created position, a vacancy which occurs through a leave of absence, resignation, termination or the first vacancy resulting from a promotion. No vacancy shall be deemed to exist where one or more employees have bumping rights to the job in accordance with Department of Personnel regulations.

Posting a temporary position or a position reclassified by a desk audit will be at the option of the Employer.

The Union President shall receive a copy of all notices, selections, non-posted bumping changes, reclassification, and letters of hire absent the hired employee's address.

Section 7. Transfers. Employees who are interested in being transferred may send a memo to their Section/Office head so that their interest in a transfer will be known and taken into consideration in the event of future non-posted vacancies.

Section 8. Transfers and Reassignments. Employees selected for transfer or reassignment will be give five (5) days notice by the Personnel Officer or the

Administrative Supervisor. The Employer agrees not to routinely involuntarily transfer the Local Union President, Branch President, and chief Shop Steward.

Section 9. The Agency Personnel Officer will send New Jersey Department of Personnel promulgated examination results to the Union President upon receipt.

ARTICLE 8

HOURS OF WORK AND OVERTIME

Section 1. All full-time employees agree to work a thirty-five-- (35) hour week with a 15 minute break in the morning and in the afternoon. The normal workweek shall consist of five (5) consecutive seven-(7) hour days, Monday through Friday.

Section 2. Overtime is defined as all work performed in excess of the thirty-five (35) hour workweek.

The Employer agrees to compensate employees for overtime at the rate of time and one-half their regular rate of pay. Compensation may be in the form of time off or in the form of a cash payment.

All overtime must be authorized by the Employer.

Section 3. In the event of inclement weather, employees may leave their areas of work early, at the discretion of the Monmouth County Administrator.

If there arises a need for a skeleton crew, volunteers shall be solicited first. In the event no volunteers are forthcoming, those assigned shall be give priority for early release the next time an inclement weather situation arises. Employees remaining for a skeleton crew shall be give compensatory time off on an hour – for – hour basis.

Section 4. The Agency will close on Christmas Eve at 2:00 p.m.

Section 5. There shall be established a joint County-Union committee to review flex time issues and to complete a report of recommendations on same. Each party shall designate four (4) members of the Committee. The Employer shall schedule the meetings of the Committee and will include an expected agenda for each meeting.

ARTICLE 9

TEMPORARY ASSIGNMENT

Section 1. When an employee works outside a classification at the request of the Employer for a period of five (5) or more consecutive working days, the employee shall receive the rate of pay for whichever job classification is the higher rate for the period of time worked.

Section 2. An employee must actually work in the higher title for five (5) or more consecutive working days. In the event of a break due to a holiday, that day shall be counted towards the consecutive work days needed to qualify for payment under this Article as will a holiday at the beginning or end.

Section 3. In the event of a break due to an emergency closing, holiday or authorized sick leave, the employee shall be paid at the higher rate for the days actually worked, the holiday and any emergency closing, but excluding sick leave.

ARTICLE 10

EXTENDED HOURS PROGRAM

Section 1. Management Rights. The Employer reserves to itself the complete authority, power and duty to establish, maintain, modify and terminate an Extended Hours Program; and the same is reserved to designate such of its agents as it deems necessary to exercise its authority to administer, manage and supervise the program.

Section 2. Continuation of Terms of Employment and Benefits. Except as modified by the specific terms of this Agreement, all terms and conditions of employment applicable to employees participating in the Extended Hours program and remaining in effect at the conclusion of the program's experimental status shall continue in full force and effect. A specific inclusion into this Agreement of a prior benefit enjoyed by bargaining unit members shall not in any way be interpreted as an intent to limit, modify or discontinue non-referenced prior, existing benefits.

Section 3. Employee Participation. Employee participants shall be sought on an annual basis, commencing June of each year, by requesting interested employees to submit a showing of interest in participating in the Extended Hours Program. In the event the program is expanded and additional participation is sought during the year, there shall be a similar notice posted for a two week period. Employee selection shall be made by August of each year and extended hour service shall commence September of each year, or, in the case of additional participation, within a reasonable time after posting is completed.

Only full time Employees may participate. Employee participant selection shall be in accordance with the following preferences, with seniority with the Employer to break any ties:

1. new applicant to the Extended Hours Program;
2. prior participant in the Extended Hours Program; and
3. current participant in the Extended Hours Program.

Employees who have volunteered to participate but were not selected shall be placed on a "replacement list" for use in the event a vacancy occurs in the program.

If there are an insufficient number of volunteers who meet the criteria of a job assignment, qualified volunteers with work experience in the job assignment, including volunteers from another office site, may be considered for selection. In the continuing event that there is insufficient employee participation on a volunteer basis, the Employer retains the right to appoint any qualified employee to participate in the Extended Hours Program.

It is understood that participation in the Extended Hours Program shall be for a one-year period of commitment. A participating employee may withdraw from participation if there are serious, extenuating circumstances which would make continued participation a hardship to the employee.

The Employer may deny participation or discontinue participation of an employee for administrative or performance reasons, including, but not limited to the following: disciplinary history, poor evaluations, performance, attendance, reasonable needs of the unit, promotions, demotions, transfers, reassignments, or extended leaves with or without pay.

Section 4. Hours of Work. The schedule of employment hours for participants within a pay period shall be seven working days of 8:30 a.m. to 4:30 p.m. and two working days of 8:30 a.m. to 8:00 p.m. (Extended Days) on the same day of each week, comprising a total of 70 work hours in a pay period. The immediate supervisor will approve the scheduled day off and forward it to the Extended Hours Administrator for final approval. If there is a conflict over scheduling the day off, seniority with the Employer shall be the deciding factor.

Participant meal breaks on Extended Days shall be completed no later than 4:30 p.m., except in unusual circumstances when approved by the Extended Hours Administrator and the Administrator. A participant shall be entitled to an additional 15 minute break on Extended Days.

Section 5. Absences. The Union and the Employer both recognize that attendance on Extended Days is critical to the success of the program and it is understood that participant use of all forms of leave time on those days is discouraged and may require verification. If a participant must be absent on an Extended Day, the immediate Supervisor and the Extended Hours Administrator must be notified as soon as the absence is known.

(a) Personal, Sick and Vacation Days. Personal days may be utilized on Extended Days only in emergent circumstances and will be charged at the rate of 1 ½ days. Sick and vacation days taken on Extended Days shall be charged at the rate of 10 ½ hours each.

(b) Jury Duty. A participant who is scheduled for jury duty on an Extended Day shall report to work at the conclusion of Court. A participant who is scheduled for jury duty on a scheduled day off will receive an alternate day off.

(c) Conference Attendance. A participant in a conference on an Extended Day will report to work at the conclusion of the conference and, unless the conference was mandated, such attendance shall require approval by the Extended Hours Administrator in addition to the normal approvals. If a conference is mandated for a scheduled day off, another day off shall be scheduled.

(d) Civil Service Examinations. Where a New Jersey Department of Personnel examination for a job title in use by the Employer is scheduled on an Extended Day, a participant shall be permitted to leave work at the regular close of business on that day and shall not lose their scheduled day off. Participants will be permitted to take one (1) hour vacation time.

(e) Unpaid Leave of Absence. A participant who goes on an extended leave may be removed from the program and upon return be required to assume a regular work schedule of 10 work days per payroll period. If a participant is continued on the Extended Hours Program following an extended leave, that employee shall resume the extended hours schedule at the beginning of the first pay period following their return.

Section 6. Holidays. When a holiday falls on a scheduled day off, the regular work day as near to the holiday as possible will be utilized as the holiday, subject to supervisory approval.

When a holiday falls on an Extended Day, the employee shall be entitled to their regularly scheduled day off during that pay period.

Section 7. Emergency Closings. Emergency closings affecting participants in the Extended Hours Program shall be handled in accordance with the following:

(a) Closing on a Scheduled Day Off. If the agency is closed the whole day, another day off shall be scheduled. If the agency is closed for only part of a day, a participant shall receive credit for the number of hours closed, unless the agency is “closed with a skeleton crew”, in which case no alternate hours will be credited.

(b) Closing on an Extended Hours Day. If the agency is “closed with a skeleton crew” on an extended hours day, participants serving as part of the skeleton crew shall receive compensatory time on an hour-for-hour basis. In all cases of closing on an extended hours day, participants shall be entitled to their regularly scheduled day off.

Section 8. Renewal. The terms and conditions of extended hours shall not be changed during the life of this Agreement, unless the Employer, at its discretion, shall terminate the Extended Hours Program. If the program is terminated, then the employer and the Union agree to reopen this Agreement to explore options.

Posting of notices shall occur in June of each year.

ARTICLE 11

HOLIDAYS

Section 1. The following days are recognized by the Employer as paid holidays:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
Abraham Lincoln's Birthday	Columbus Day
George Washington's Birthday	Veteran's Day
Good Friday	Election Day
Memorial Day	Thanksgiving Day
	Christmas Day

Section 2. When a holiday falls on a Saturday, it will be celebrated the preceding Friday. When a holiday falls on a Sunday, it will be celebrated on the following Monday.

Section 3. Employees shall be granted an additional day as a floating holiday which shall be taken with prior supervisory approval.

Section 4. Employees shall be granted any additional days declared to be holidays by Proclamation of the Governor of the State of New Jersey or by the Monmouth County Board of Chosen Freeholders. This shall not apply to emergency or other special purpose closings.

ARTICLE 12

VACATIONS

Section 1. Vacation leave for full-time employees is granted and earned in accordance with the following:

<u>Years of Service</u>	<u>Days Earned Per Year</u>	<u>Days Earned Per Month</u>
1 st – 5 th	12	1
6 th – 12 th	15	1 ¼
13 th – 20 th	20	1 2/3
21 st onward	25	2 ½

During the first calendar year of employment an employee must actually earn vacation leave before utilizing it. Vacation leave for part-time employees is prorated.

Section 2. Vacation leave must be taken during the current calendar year at such time as permitted or directed by the Employer, unless it has been determined that it cannot be taken. Any unused vacation may be carried forward into the next succeeding year only. Any carryover of unused vacation leave must be requested and approved by the employer and must be taken on or by March 31st of the successive year, or the time will be lost to the employee.

Section 3. Effective January 1, 2001 vacation leave is to be taken in units of one (1) hour or multiples thereof. Only one-half (1/2) days shall result in a one-half (1/2) hour increment being approved and used. When a one-half (1/2) hour unit of vacation leave remains as credit, it shall be used with the final remaining increment of vacation leave for the calendar year. Except for one-half (1/2) day leave, any vacation leave used that results in a unit other than a full hour being used shall be rounded and charged for the next highest hour.

Section 4. Earned vacation leave will be paid upon termination.

ARTICLE 13

LEAVES OF ABSENCE

Section 1. Sick Leave. All full-time employees will be granted sick leave at the rate of one (1) day per month, or major fraction thereof, during the remainder of the first (1st) calendar year of employment, thereafter fifteen (15) days per year. This is cumulative.

During the first (1st) calendar year of employment an employee must actually earn sick leave before utilizing it. Part-time employees will be granted sick leave on a prorated basis.

Effective January 1, 2001 sick leave must be taken in units of one (1) hour or multiples thereof for any appropriate and approved reason. Only one-half (1/2) days shall result in a one-half (1/2) hour increment being approved and used. When a one-half (1/2) hour unit of sick leave remains as credit, it shall be used with the final remaining increment of sick leave for the calendar year or carried over as credit to the next calendar year. Except for one-half (1/2) day leave, any sick leave used that results in a unit other than a full hour being used shall be rounded and charged for the next highest hour.

Section 2. Personal Leave. Providing reasonable notice is given to the Employer, and subject to the discretion of the Director of Social Services, each full-time employee will be entitled to take three (3) Personal Leave days during the calendar year. Part-time employees shall receive one Personal Leave day per year.

During the first calendar year of employment, a new full-time employee will earn one-half (1/2) day of Personal Leave per month, after completion of one (1) calendar

month of employment, up to a maximum of three (3) days. During the first calendar year of employment a new part-time employee will earn ¼ day per month.

Employees will be entitled to four such days after the tenth (10th) year of employment.

Personal Leave shall not accrue from year to year. Personal Leave may be taken in half-day increments.

Section 3. Bereavement Leave. Employees shall be granted five (5) days off with pay in the event of the death of their parent, step-parent, spouse or child, including step-child. In all other cases, an employee shall be granted three (3) days off with pay in the event of the death of a member of the immediate family defined as parent-in-law, sister or brother, grandparent, grandchild, foster child or other member of the employee's immediate household. The Employer reserves the right to verify the legal relationship to the employee.

Section 4. Unpaid Leave. Leave without pay may be granted at the discretion of the Employer for permanent employees. Such leave may not be granted for a period in excess of six months at any one time, nor in excess of one continuous year except for educational leave which may not exceed two consecutive years.

A written statement from the employee setting forth the reasons why leave is requested and the dates for commencing and terminating the leave shall be submitted to the Employer. In no event shall a leave be granted to permit an employee to accept outside employment except that leaves to work for the Union may be permitted. Employees granted leave of absence without pay shall have Sick, Vacation and Personal leave credits reduced at the same rate as earned.

Section 5. Staff Development. (this section is reserved and will be reinstated with its full language, as set forth in the 1989-91 CWA-Board contract, at such time as the Employer budgets monies necessary to fund the provisions of this article).

Section 6. Voluntary Leave Donation. There shall be a voluntary leave donation program which follows the guidelines set forth in the New Jersey Department of Personnel regulations. This section shall not be subject to the grievance procedure.

Section 7. Family and Medical Leave. Employees may be entitled to Family/Medical Leave under the Federal FAMILY AND MEDICAL LEAVE ACT (FMLA) and/or the State Family Leave Act (FLA-NJSA 34:11b-1, et seq) and administrative regulations promulgated thereunder. Employer agrees to implement FMLA and FLA in accord with the statutes and regulations. Employees will not be required to use paid leave (sick, vacation, personal) unless the employee so chooses.

ARTICLE 14

MEDICAL BENEFITS

Section 1. It is agreed that the County will provide a medical Point of Service (POS) insurance plan. Whereas it is the County's intention to encourage employee in such POS program, employee participation in said plan shall be at no premium cost to the employee with all premiums being borne by the County.

Section 2. The County shall continue to maintain a traditional indemnity medical insurance program, as is currently provided on a self-insured basis and administered by BPA. However, any employee opting to participate in such program shall be responsible for a portion of the premium costs and made through automatic payroll deductions.

Section 3. The traditional indemnity medical insurance program shall not be offered to employees hired on July 4, 1994 or thereafter. Furthermore, in accordance with Resolution #94-267, any new employee hired after July 1, 1994 will not, regardless of their years of service anywhere, be allowed to retire from Monmouth County with any health benefits at no cost.

Section 4. Bargaining unit members, and those employees receiving benefits under the County temporary disability program, shall be provided with the prescription insurance plan established by the County of Monmouth with a \$3.00 co-pay for prescription drugs and a \$1.00 co-pay for those who use generic drugs.

Section 5. Part-time employees are eligible for health benefits coverage if they work and receive, on a continuous basis, a salary based on a minimum of 20 hours weekly. Temporary employees are not eligible for these benefits.

Section 6. The county agrees that it will cooperate with employees to arrange for a payroll deduction from electing employees so that they might purchase additional TDI coverage on the open market.

ARTICLE 15

HEALTH AND SAFETY

Section 1. The Employer and the Union agree that maintenance of a healthy and safe working environment is in their mutual best interest. The Employer agrees to the formation of a Health and Safety Committee to be composed of two members designated by the Union, two members and a Chairperson designated by the Director of the Department of Human Services. The committee will meet not more than monthly, and for not more than two hours, upon either the Employer or the Union presenting the other with a written agenda of items sought to be discussed. The Committee shall have the function of advising the Employer as to safety and health issues involving employees and it will propose solutions for those problems. The Employer reserves to itself the final determination regarding any action to be taken.

Section 2. when a health and safety violation occurs that requires corrective action by a landlord, the Director of Human Services will promptly notify the landlord of the problem, and provide the Union with a copy of the notice. The Union will be informed of the response of the landlord within two working days after receipt.

Section 3. The Employer will make every reasonable attempt to:

- (1) Maintain comfortable room temperatures,
- (2) Maintain adequate humidity levels and,
- (3) Maintain and clean the ventilation system on a regular basis.
- (4) Provide and maintain adequate security for all employees and notify Union of any serious security problems.

Section 4. If the parties are unable to resolve issues which arise under this Article, the issues may be submitted to the grievance procedure.

Section 5. The Employer will provide the Union with a list of products which it uses for cleaning, exterminating and its duplicating equipment.

ARTICLE 16

RETIREMENT

Section 1. Any permanent employee shall be entitled upon retirement from the Public Employees' Retirement System to receive a lump sum payment for earned and unused sick leave. The payment shall be one-half of the eligible employee's daily rate of pay for each day of earned and unused sick leave based upon the average compensation received during the last year of their employment prior to the effective day of retirement, to a maximum of \$15,000.00.

Section 2. An employee who has incurred or shall incur a break in service, as a result of a separation due to layoff shall be credited with sick leave accrued both before separation and after return to employment. An employee incurring a break in service for any other type of separation shall have his sick leave computed from the date of return to employment.

Section 3. Any employee who elects a deferred retirement benefit shall not be eligible for such payment. This payment shall not affect any pension benefits under any other statute. In the event of the employee's death within one year after the effective date of retirement but before payment has been made, payment shall be made to the employee's estate.

Section 4. To the extent provided by law, the Employer will pay for health insurance for employees who retire with twenty-five (25) years service or under a disability retirement.

ARTICLE 17

AUTOMOBILE EXPENSES

Section 1. the parties agree that each employee who is authorized and required to use their personal automobile for Employer's business shall be paid \$0.29 per mile; and automobile business insurance of \$25.00 per month providing the employee is assigned by the employer to Travel Category B or C and shows proof of coverage. These amounts are to be paid after the filing of a monthly voucher.

Beginning January 1, 2001, mileage reimbursement shall be increased to \$0.30 per mile; and on January 1, 2002, mileage reimbursement shall be increased to \$0.31 per mile.

Section 2. Employees will not be required to transport minor children in their personal automobiles. An agency car will be provided for this purpose.

Section 3. The Employer will endeavor to assign at least one vehicle to each site at which 12 or more non-Income Maintenance field service workers (Social Workers, Social Work Specialists, Coordinators of Volunteers) are assigned. This clause shall not diminish Management's rights to maintain, service and/or reassign all vehicles in its motor pool in the best interest of the agency.

ARTICLE 18

LEGAL REPRESENTATION

Section 1. The Employer extends to all employees the same rights and benefits enjoyed by State employees under N.J.S.A. 59:10A-3, with the exception that the duty and authority of the Attorney General described in N.J.S.A. 59:10A-3 shall be exercised by the Employer with the advice and counsel of the Monmouth County Counsel.

Section 2. It is understood that the Employer's insurance coverage will not only pay damages or claims, but will also defend that person in court if any employee acts negligently within the scope of employment.

ARTICLE 19

EQUAL TREATMENT

Section 1. The Employer and the Union agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, creed, color, marital status, armed forces obligations, physical handicap, religion, political affiliation, sexual preference, union membership or legal union activities.

Section 2. It is understood that alleged violations of this Article by either the Union or the Employer shall be pursued before administrative or judicial forums instead of the grievance procedures contained in this Agreement.

ARTICLE 20

BARGAINING CLAUSES AND RENEWAL

Section 1. The parties agree that they have fully bargained and agreed upon all the terms and conditions of employment that the terms and conditions of employment shall not be changed during the life of this Agreement.

Section 2. If any of the provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

Section 3. This Agreement shall be effective as of the first day of January 2000 and shall remain in full force and effect until the 31st day of December, 2003.

This Agreement shall be effective January 1, 2000 and shall continue in force and effect until December 31, 2003.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its fully authorized representatives this _____ day of _____, 2000.

COUNTY OF MONMOUTH

Harry Garrison, Jr.
By: Director Harry Garrison, Jr.

COMMUNICATIONS WORKERS OF AMERICA (CWA)

Carol E. Jay, CWA Rep By:
Janice [unclear]

Barbara Bacon Glover

Deannetta E. Davis

Joyce E. Small

APPENDIX A
2000 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2000 (APPROX 2% OVER 1999)
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCR- MENT	ENTRY STEP	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	10TH STEP	SENIOR STEP	A STEP	B STEP	C STEP
4	834	15851	16685	17519	18353	19187	20021	20855	21689	22523	23357	24191	242	24433	24675	24917
5	876	16643	17519	18395	19271	20147	21023	21899	22775	23651	24527	25403	254	25657	25911	26165
6	920	17475	18395	19315	20235	21155	22075	22995	23915	24835	25755	26675	267	26942	27209	27475
7	966	18349	19315	20281	21247	22213	23179	24145	25111	26077	27043	28009	280	28289	28569	28849
8	1014	19267	20281	21295	22309	23323	24337	25351	26365	27379	28393	29407	294	29701	29995	30289
9	1065	20230	21295	22360	23425	24490	25555	26620	27685	28750	29815	30880	309	31189	31498	31806
9A	1091	20737	21828	22919	24010	25101	26192	27283	28374	29465	30556	31647	316	31963	32279	32596
10	1118	21242	22360	23478	24596	25714	26832	27950	29068	30186	31304	32422	324	32746	33070	33395
11	1174	22304	23478	24652	25826	27000	28174	29348	30522	31696	32870	34044	340	34384	34725	35065
11A	1203	22862	24065	25268	26471	27674	28877	30080	31283	32486	33689	34892	349	35241	35590	35939
12	1233	23419	24652	25885	27118	28351	29584	30817	32050	33283	34516	35749	357	36106	36464	36821
12A	1263	24006	25269	26532	27795	29058	30321	31584	32847	34110	35373	36636	366	37002	37368	37735
13	1294	24591	25885	27179	28473	29767	31061	32355	33649	34943	36237	37531	375	37906	38282	38657
14	1359	25820	27179	28538	29897	31256	32615	33974	35333	36692	38051	39410	394	39804	40198	40592
15	1427	27111	28538	29965	31392	32819	34246	35673	37100	38527	39954	41381	414	41795	42209	42622
16	1498	28467	29965	31463	32961	34459	35957	37455	38953	40451	41949	43447	434	43881	44316	44750
17	1573	29890	31463	33036	34609	36182	37755	39328	40901	42474	44047	45620	456	46076	46532	46989
18	1652	31384	33036	34688	36340	37992	39644	41296	42948	44600	46252	47904	479	48383	48862	49341
19	1734	32954	34688	36422	38156	39890	41624	43358	45092	46826	48560	50294	503	50797	51300	51803
20	1821	34601	36422	38243	40064	41885	43706	45527	47348	49169	50990	52811	528	53339	53867	54395
21	1912	36331	38243	40155	42067	43979	45891	47803	49715	51627	53539	55451	555	56006	56560	57115
22	2008	38147	40155	42163	44171	46179	48187	50195	52203	54211	56219	58227	582	58809	59392	59974

APPENDIX B
 2000 CWA SALARY SCHEDULE - EFFECTIVE 07/01/2000 (APPROX 2% OVER 01/01/001)
 CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCR-	ENTRY	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	SENIOR	A	B	C
	MENT	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
4	851	16168	17019	17870	18721	19572	20423	21274	22125	22976	23827	24678	247	24925	25172	25418
5	894	16976	17870	18764	19658	20552	21446	22340	23234	24128	25022	25916	259	26175	26434	26693
6	938	17826	18764	19702	20640	21578	22516	23454	24392	25330	26268	27206	272	27478	27750	28022
7	985	18717	19702	20687	21672	22657	23642	24627	25612	26597	27582	28567	286	28853	29138	29424
8	1034	19653	20687	21721	22755	23789	24823	25857	26891	27925	28959	29993	300	30293	30593	30893
9	1086	20635	21721	22807	23893	24979	26065	27151	28237	29323	30409	31495	315	31810	32125	32440
9A	1113	21151	22264	23377	24490	25603	26716	27829	28942	30055	31168	32281	323	32604	32927	33249
10	1140	21667	22807	23947	25087	26227	27367	28507	29647	30787	31927	33067	331	33398	33728	34059
11	1197	22750	23947	25144	26341	27538	28735	29932	31129	32326	33523	34720	347	35067	35414	35762
11A	1227	23319	24546	25773	27000	28227	29454	30681	31908	33135	34362	35589	356	35944	36300	36656
12	1257	23887	25144	26401	27658	28915	30172	31429	32686	33943	35200	36457	365	36822	37186	37551
12A	1289	24484	25773	27062	28351	29640	30929	32218	33507	34796	36085	37374	374	37747	38121	38495
13	1320	25081	26401	27721	29041	30361	31681	33001	34321	35641	36961	38281	383	38664	39047	39429
14	1386	26335	27721	29107	30493	31879	33265	34651	36037	37423	38809	40195	402	40597	40999	41401
15	1455	27652	29107	30562	32017	33472	34927	36382	37837	39292	40747	42202	422	42624	43046	43468
16	1528	29034	30562	32090	33618	35146	36674	38202	39730	41258	42786	44314	443	44757	45200	45643
17	1605	30485	32090	33695	35300	36905	38510	40115	41720	43325	44930	46535	465	47000	47466	47931
18	1685	32010	33695	35380	37065	38750	40435	42120	43805	45490	47175	48860	489	49349	49837	50326
19	1769	33611	35380	37149	38918	40687	42456	44225	45994	47763	49532	51301	513	51814	52327	52840
20	1857	35292	37149	39006	40863	42720	44577	46434	48291	50148	52005	53862	539	54401	54939	55478
21	1950	37056	39006	40956	42906	44856	46806	48756	50706	52656	54606	56556	566	57122	57687	58253
22	2048	38908	40956	43004	45052	47100	49148	51196	53244	55292	57340	59388	594	59982	60576	61170

APPENDIX C

2001 CWA SALARY SCHEDULE - EFFECTIVE 04/01/2001 (APPROX 3% OVER 07/01/00)
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	10TH STEP	SENIOR STEP	A STEP	B STEP	C STEP
4	877	16653	17530	18407	19284	20161	21038	21915	22792	23669	24546	25423	254	25677	25931	26186
5	920	17487	18407	19327	20247	21167	22087	23007	23927	24847	25767	26687	267	26954	27221	27488
6	966	18361	19327	20293	21259	22225	23191	24157	25123	26089	27055	28021	280	28301	28581	28862
7	1015	19278	20293	21308	22323	23338	24353	25368	26383	27398	28413	29428	294	29722	30017	30311
8	1065	20243	21308	22373	23438	24503	25568	26633	27698	28763	29828	30893	309	31202	31511	31820
9	1119	21254	22373	23492	24611	25730	26849	27968	29087	30206	31325	32444	324	32768	33093	33417
9A	1147	21786	22933	24080	25227	26374	27521	28668	29815	30962	32109	33256	333	33588	33921	34253
10	1175	22317	23492	24667	25842	27017	28192	29367	30542	31717	32892	34067	341	34408	34748	35089
11	1233	23434	24667	25900	27133	28366	29599	30832	32065	33298	34531	35764	358	36122	36479	36837
11A	1264	24020	25284	26548	27812	29076	30340	31604	32868	34132	35396	36660	367	37026	37393	37759
12	1295	24605	25900	27195	28490	29785	31080	32375	33670	34965	36260	37555	376	37931	38306	38682
12A	1327	25221	26548	27875	29202	30529	31856	33183	34510	35837	37164	38491	385	38875	39260	39645
13	1360	25835	27195	28555	29915	31275	32635	33995	35355	36715	38075	39435	394	39829	40224	40618
14	1428	27127	28555	29983	31411	32839	34267	35695	37123	38551	39979	41407	414	41821	42235	42649
15	1499	28484	29983	31482	32981	34480	35979	37478	38977	40476	41975	43474	435	43909	44343	44778
16	1574	29908	31482	33056	34630	36204	37778	39352	40926	42500	44074	45648	456	46104	46561	47017
17	1653	31403	33056	34709	36362	38015	39668	41321	42974	44627	46280	47933	479	48412	48892	49371
18	1735	32974	34709	36444	38179	39914	41649	43384	45119	46854	48589	50324	503	50827	51330	51834
19	1822	34622	36444	38266	40088	41910	43732	45554	47376	49198	51020	52842	528	53370	53899	54427
20	1913	36353	38266	40179	42092	44005	45918	47831	49744	51657	53570	55483	555	56038	56593	57147
21	2009	38170	40179	42188	44197	46206	48215	50224	52233	54242	56251	58260	583	58843	59425	60008
22	2109	40079	42188	44297	46406	48515	50624	52733	54842	56951	59060	61169	612	61781	62392	63004

APPENDIX D

2002 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2002 (APPROX 2% OVER 04/01/01)
 CWA CLERICAL/PROFESSIONAL UNIT
 WITH SENIORITY STEP UPGRADE

RANGE	INCR-	ENTRY	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	SENIOR	A	B	C
	MENT	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
4	894	16987	17881	18775	19669	20563	21457	22351	23245	24139	25033	25927	519	26446	26705	26964
5	939	17836	18775	19714	20653	21592	22531	23470	24409	25348	26287	27226	545	27771	28043	28315
6	986	18728	19714	20700	21686	22672	23658	24644	25630	26616	27602	28588	572	29160	29446	29732
7	1035	19665	20700	21735	22770	23805	24840	25875	26910	27945	28980	30015	600	30615	30915	31216
8	1087	20648	21735	22822	23909	24996	26083	27170	28257	29344	30431	31518	630	32148	32464	32779
9	1141	21681	22822	23963	25104	26245	27386	28527	29668	30809	31950	33091	662	33753	34084	34415
9A	1170	22223	23393	24563	25733	26903	28073	29243	30413	31583	32753	33923	678	34601	34940	35279
10	1198	22765	23963	25161	26359	27557	28755	29953	31151	32349	33547	34745	695	35440	35787	36135
11	1258	23903	25161	26419	27677	28935	30193	31451	32709	33967	35225	36483	730	37213	37577	37942
11A	1290	24500	25790	27080	28370	29660	30950	32240	33530	34820	36110	37400	748	38148	38522	38896
12	1321	25098	26419	27740	29061	30382	31703	33024	34345	35666	36987	38308	766	39074	39457	39840
12A	1354	25726	27080	28434	29788	31142	32496	33850	35204	36558	37912	39266	785	40051	40443	40836
13	1387	26353	27740	29127	30514	31901	33288	34675	36062	37449	38836	40223	804	41027	41430	41832
14	1456	27671	29127	30583	32039	33495	34951	36407	37863	39319	40775	42231	845	43076	43498	43920
15	1529	29054	30583	32112	33641	35170	36699	38228	39757	41286	42815	44344	887	45231	45674	46118
16	1606	30506	32112	33718	35324	36930	38536	40142	41748	43354	44960	46566	931	47497	47963	48429
17	1686	32032	33718	35404	37090	38776	40462	42148	43834	45520	47206	48892	978	49870	50359	50848
18	1770	33634	35404	37174	38944	40714	42484	44254	46024	47794	49564	51334	1027	52361	52874	53387
19	1859	35315	37174	39033	40892	42751	44610	46469	48328	50187	52046	53905	1078	54983	55522	56061
20	1952	37081	39033	40985	42937	44889	46841	48793	50745	52697	54649	56601	1132	57733	58299	58865
21	2049	38936	40985	43034	45083	47132	49181	51230	53279	55328	57377	59426	1189	60615	61209	61803
22	2152	40882	43034	45186	47338	49490	51642	53794	55946	58098	60250	62402	1248	63650	64274	64898

APPENDIX E
2002 CWA SALARY SCHEDULE - EFFECTIVE 07/01/2002 (APPROX 2% OVER 01/01/02)
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	10TH STEP	SENIOR STEP	A STEP	B STEP	C STEP
4	912	17327	18239	19151	20063	20975	21887	22799	23711	24623	25535	26447	529	26976	27240	27505
5	958	18193	19151	20109	21067	22025	22983	23941	24899	25857	26815	27773	555	28328	28606	28884
6	1005	19104	20109	21114	22119	23124	24129	25134	26139	27144	28149	29154	583	29737	30029	30320
7	1056	20058	21114	22170	23226	24282	25338	26394	27450	28506	29562	30618	612	31230	31537	31843
8	1109	21061	22170	23279	24388	25497	26606	27715	28824	29933	31042	32151	643	32794	33116	33437
9	1164	22115	23279	24443	25607	26771	27935	29099	30263	31427	32591	33755	675	34430	34768	35105
9A	1193	22668	23861	25054	26247	27440	28633	29826	31019	32212	33405	34598	692	35290	35636	35982
10	1222	23221	24443	25665	26887	28109	29331	30553	31775	32997	34219	35441	709	36150	36504	36859
11	1283	24382	25665	26948	28231	29514	30797	32080	33363	34646	35929	37212	744	37956	38328	38700
11A	1315	24992	26307	27622	28937	30252	31567	32882	34197	35512	36827	38142	763	38904	39286	39667
12	1347	25601	26948	28295	29642	30989	32336	33683	35030	36377	37724	39071	781	39852	40243	40634
12A	1381	26241	27622	29003	30384	31765	33146	34527	35908	37289	38670	40051	801	40852	41252	41653
13	1415	26880	28295	29710	31125	32540	33955	35370	36785	38200	39615	41030	821	41851	42261	42671
14	1486	28224	29710	31196	32682	34168	35654	37140	38626	40112	41598	43084	862	43946	44377	44807
15	1560	29636	31196	32756	34316	35876	37436	38996	40556	42116	43676	45236	905	46141	46593	47045
16	1638	31118	32756	34394	36032	37670	39308	40946	42584	44222	45860	47498	950	48448	48923	49398
17	1720	32674	34394	36114	37834	39554	41274	42994	44714	46434	48154	49874	997	50871	51370	51869
18	1806	34308	36114	37920	39726	41532	43338	45144	46950	48756	50562	52368	1047	53415	53939	54463
19	1896	36024	37920	39816	41712	43608	45504	47400	49296	51192	53088	54984	1100	56084	56634	57183
20	1991	37825	39816	41807	43798	45789	47780	49771	51762	53753	55744	57735	1155	58890	59467	60044
21	2090	39717	41807	43897	45987	48077	50167	52257	54347	56437	58527	60617	1212	61829	62436	63042
22	2195	41702	43897	46092	48287	50482	52677	54872	57067	59262	61457	63652	1273	64925	65562	66198

APPENDIX F

2003 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2003 (APPROX 4% OVER 07/01/02)
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	10TH STEP	SENIOR STEP	A STEP	B STEP	C STEP
4	948	18021	18969	19917	20865	21813	22761	23709	24657	25605	26553	27501	550	28051	28326	28601
5	996	18921	19917	20913	21909	22905	23901	24897	25893	26889	27885	28881	578	29459	29747	30036
6	1046	19867	20913	21959	23005	24051	25097	26143	27189	28235	29281	30327	607	30934	31237	31540
7	1098	20861	21959	23057	24155	25253	26351	27449	28547	29645	30743	31841	637	32478	32796	33115
8	1153	21904	23057	24210	25363	26516	27669	28822	29975	31128	32281	33434	669	34103	34437	34771
9	1211	22999	24210	25421	26632	27843	29054	30265	31476	32687	33898	35109	702	35811	36162	36513
9A	1241	23575	24816	26057	27298	28539	29780	31021	32262	33503	34744	35985	720	36704	37064	37424
10	1271	24150	25421	26692	27963	29234	30505	31776	33047	34318	35589	36860	737	37597	37966	38334
11	1335	25357	26692	28027	29362	30697	32032	33367	34702	36037	37372	38707	774	39481	39868	40255
11A	1368	25992	27360	28728	30096	31464	32832	34200	35568	36936	38304	39672	793	40465	40862	41258
12	1401	26626	28027	29428	30829	32230	33631	35032	36433	37834	39235	40636	813	41449	41855	42261
12A	1436	27292	28728	30164	31600	33036	34472	35908	37344	38780	40216	41652	833	42485	42901	43318
13	1471	27957	29428	30899	32370	33841	35312	36783	38254	39725	41196	42667	853	43520	43947	44374
14	1545	29354	30899	32444	33989	35534	37079	38624	40169	41714	43259	44804	896	45700	46148	46596
15	1622	30822	32444	34066	35688	37310	38932	40554	42176	43798	45420	47042	941	47983	48453	48924
16	1703	32363	34066	35769	37472	39175	40878	42581	44284	45987	47690	49393	988	50381	50875	51369
17	1788	33981	35769	37557	39345	41133	42921	44709	46497	48285	50073	51861	1037	52898	53417	53935
18	1878	35679	37557	39435	41313	43191	45069	46947	48825	50703	52581	54459	1089	55548	56093	56637
19	1972	37463	39435	41407	43379	45351	47323	49295	51267	53239	55211	57183	1144	58327	58898	59470
20	2070	39337	41407	43477	45547	47617	49687	51757	53827	55897	57967	60037	1201	61238	61838	62438
21	2174	41303	43477	45651	47825	49999	52173	54347	56521	58695	60869	63043	1261	64304	64934	65565
22	2283	43368	45651	47934	50217	52500	54783	57066	59349	61632	63915	66198	1324	67522	68184	68846

APPENDIX G

TITLES AND RANGES

<u>TITLE</u>	<u>RANGE</u>
Clerk	5
Account Clerk	8
Clerk Typist	8
Telephone Operator	8
Clerk Stenographer	9
DEMO	9
Psychiatric Technician	9
Senior Clerk	9A
Senior Account Clerk	11A
Senior Clerk Typist	11A
Senior Clerk Stenographer	12A
Senior Telephone Operator	12A
Senior DEMO	12A
Principal Clerk	13
H.S. Specialist I (hired after 12/31/2000)	13
I.M. Technician/H.S. Specialist I	14
Principal Account Clerk	14
Principal Clerk Typist	14
Psychiatric Charge Technician	14
Principal Clerk Stenographer	15
Principal Data Control Clerk	15
Principal DEMO	15
Legal Stenographer	15
H.S. Specialist II (hired after 12/31/2000)	16
I.M. Worker/H.S. Specialist II	17
Supervising DEMO	17
Supervising Clerk	17
Supervising Account Clerk	17
Senior Legal Stenographer	17
Data Processing Technician	17
Coordinator of Volunteers	19
I.M. Specialist/H.S. Specialist III	19
Investigator, CWA	19
Social Worker (hired after 12/31/2000)	18
Social Worker	19
Training Technician	19
Social Work Specialist	21
Senior Training Technician	21