

AGREEMENT

NOV 23 1977

11/76 - 12/31/77

RUTGERS UNIVERSITY

THIS AGREEMENT made and entered into this day of 1976, by and between the Morris County Free Library Staff Association, hereinafter referred to as the Association and the Morris County Library Commission, hereinafter referred to as the Commission, is the final and complete understanding between the Association and the Commission on all bargainable issues and as such will serve to promote and maintain a harmonious relationship between the Commission and those of its employees who are subject to this Agreement in order that more efficient and progressive public service be rendered.

ARTICLE I: RECOGNITION AND SCOPE

Section 1: The Commission hereby recognizes the Association as the sole and exclusive representative of all full time, part time, permanent and provisional employees under this Agreement for the purpose of collective negotiations pursuant to the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-1 et seq.) concerning salary, hours and other terms and conditions of employment in the negotiating unit described below:

- |                              |   |
|------------------------------|---|
| Account Clerk                | Principal Librarian                                   |
| Archivist                    | Senior Account Clerk                                  |
| Audio Visual Supervisor      | Senior Clerk Stenographer                             |
| Audio Visual Technician      | Senior Clerk Typist                                   |
| Clerk Driver                 | Senior Data Control Clerk                             |
| Clerk Stenographer           | Senior Librarian                                      |
| Junior Librarian             | Senior Library Assistant                              |
| Junior Library Assistant     | Senior Maintenance Repairer<br>(Low Pressure License) |
| Library Exhibit Artist       | Supervising Account Clerk                             |
| Library Interne              | Supervising Librarian                                 |
| Library Trainee              | Supervising Librerv Assistant                         |
| Principal Clerk Stenographer |   |

Excluded from the bargaining unit are the titles of Assistant Director, Director and any other managerial executive positions as well as confidential employees.

Section 2: Job vacancies in the library will be posted as they occur on the Morris County Free Library Staff Association Bulletin Board. If the Administration anticipates any new position classifications which are to be included in the bargaining unit, the Staff Association must be notified in advance so that salary schedules for these positions can be negotiated. The job titles listed above and said new positions which may be created must conform with those positions prescribed by the Civil Service Commission.

Section 3: Unless otherwise indicated, the terms "employee" or "employees" when used in this Agreement refer to all persons represented by the Association in the above-defined negotiating unit.

## ARTICLE II: THE STAFF ASSOCIATION

The President of the Association or his designee shall be permitted approximately four hours each month, during which time he alone may conduct Association business at his duty station.

## ARTICLE III: WORKING HOURS

Section 1: A staff member's work week is 35 hours. A full time employee's work week is distributed evenly over a five (5) day period. An employee scheduled to work Saturday may take one (1) seven hour day off on any one (1) day of the preceding 5 days of that week only, with the approval of his Supervisor. No employee will be required to work more than one (1) Saturday in a three week period, except in case of emergency, as determined by the Supervisor.

Section 2: Each employee is entitled per work day to two relief periods of 15 minutes duration. One of these "breaks" will be taken during each work session of three and one-half hours. Breaks will be taken so as not to interfere with work, especially in public areas. No staff member may leave the library grounds during working hours, including relief periods, except on approved library business, or for lunch or dinner.

Section 3: Whenever an employee leaves or is absent from the building, he should notify the Assistant Director, Supervising Librarian or the Principal Librarian in charge, stating the length of time he will be away. The Front Desk should also be informed. All staff members are required to be in the building and at work at 9:00 A.M. or 1:00 P.M., depending on their schedule, unless other specified.

Section 4: The Saturday and nightly work schedule must be posted at least one (1) week prior to the effective date of the schedule. If a staff member wishes to arrange a change in an evening or a Saturday schedule, he is responsible for making these arrangements with another qualified staff member and for notifying the person in charge of scheduling of such arrangements.

Section 5: An employee Record Sheet must be distributed to each employee on January 2nd for the calendar year, and to a new employee on the day he commences work. Record sheets are collected periodically and checked 4 times a year against staff attendance records.

Section 6: If the library is closed by an "Act of God" - such as fire, weather conditions, or national emergency - on a day an employee is not regularly scheduled to work, he is not entitled to compensatory time off.

#### ARTICLE IV: PERSONNEL EVALUATION

Section 1: After the end of the second month and before the end of the fourth month from the date of hire, and once a year thereafter, an employee will be evaluated by his immediate supervisor and himself, using an evaluation form determined as indicated below. The supervisor and employee will then jointly discuss and sign the evaluation.

Section 2: A joint committee of staff and administration will be formed to establish an acceptable evaluation form.

#### ARTICLE V: SALARY AND BENEFITS

Section 1: Effective January 1, 1976, each full-time and part-time salaried employee shall receive a salary adjustment equal to seven and one-half percent of his base salary of record on December 31, 1975. Where applicable, full longevity allowances will be paid on the 1976 base salary as per the agreed upon schedule. (See Schedule A attached hereto and made a part hereof). 1975 salary guides will remain in effect for 1976 with the following exceptions: (a) if an individual is at the last step of his salary range, his salary will be increased by seven and one half percent, (this figure will be the 1976 maximum for that title but minimum salary levels will remain unchanged) and (b) if an individual is at the next-to-the-last step of his salary range, his salary adjustment will be a two and one half percent increase over the present maximum and his adjusted salary shall constitute the maximum of his salary range for 1976.

Section 2: 1977 Salaries will be negotiated (in accordance with PERC regulations) for calendar year 1977.

Section 3: When there is an increase in an employee's salary, an additional slip must accompany the paycheck stating new salary base, and date increase was effective. A copy of the salary scales will be given to each Department Head and will be available to all staff members of the library.

Section 4: Any additional benefits obtained by Morris County Council #6 on behalf of County employees during the term of this Agreement will automatically be given to Morris County Library employees without the necessity for further negotiations.

#### ARTICLE VI: HOLIDAYS

Section 1: In general, the library will observe 13 paid holidays as shown on Schedule B which is attached hereto and made a part hereof. When any of the observed holidays fall on Sunday, the following Monday shall be the official holiday. When any of these observed holidays fall on Saturday, the immediately preceding Friday shall be the official holiday. (Full-time employees, who normally work every Saturday, are required to work the other 4 days of that week.)

Section 2: The library is kept open through certain holidays on a volunteer basis for the convenience of the public. All persons assigned to public service departments, e.g.: Circulation Desk, Reference (including periodicals), Reader's Advisory, Children's and Film Services will have first priority for volunteer holidays, on a rotating basis. If a person forfeits his turn to work, his next opportunity will be after all others eligible have been offered their opportunity. The rate of pay for volunteers is to be at "time on time" the employee's normal pay rate per hour for each employee involved.

#### ARTICLE VII: VACATIONS

Section 1 (a) Professional staff are granted an annual vacation of 24 days per annum calculated at the rate of two (2) days per month. Any employee must have four (4) months service in the County Library to qualify for vacation. During the 10th year of service in the County Library, a professional employee will be eligible for an additional five days of vacation. These additional five days may be taken any time during the 10th year. This additional amount of vacation time is afforded in the 10th year only. In the 11th year, through the 19th year of service, vacation time reverts to the 24 working days. During the 20th year of service in the County Library, a professional employee will be eligible for an additional five days of vacation. These additional days may be taken any time during the 20th year. This additional amount of vacation is afforded in the 20th year only. In the 21st year of service, allotted vacation time reverts to 24 days.

(b) Non-professional staff will be granted an annual vacation at the rate of 18 days per annum, or one and one-half days per month of service. Any employee must have four (4) months service in the County Library to qualify for vacation. During the 10th year of service in the County Library, a non-professional employee will be eligible for twenty-one (21) days of vacation beginning in the 10th year of service. From this time on vacation is earned at the rate of one and three quarters (1 3/4) days per month. During the 20th year of service in the County Library, and from this time on, a non-professional employee will be eligible for twenty-four (24) days vacation, calculated at the rate of two (2) days per month.

Section 2: (a) The number of months counted in computing the vacation allowance is from January 1, through and including December 31 of the same calendar year.

(b) Generally, vacation time should be scheduled in one

increment of at least two (2) weeks or more. In any event, vacation time will not be allowed in increments of less than one-half day.

(c) Where the major portion of an employee's earned vacation is to be taken May through September, all requests must be cleared through the respective Department Heads and be submitted for such clearance by May 15th. At least one (1) week advance notice and clearance is required for vacation time requested for any other time of the year.

(d) Where the major portion of an employee's earned vacation is to be taken at a time other than June through September, the request shall be submitted by May 15th, and three (3) months in advance if it is to be taken October 1, through May 31st.

(e) Seniority of appointment and position are taken into consideration in determining when time will be taken.

(f) Persons may not add vacation days to more than three (3) holidays in one year. \* \*, they then lose priority to take the same time the following year.

(g) The maximum amount of vacation allowance carried forward will not exceed one-half (1/2) of the annual vacation allowance of that year.

Section 3: (a) A staff request form must be submitted at least one week prior to effective date of the vacation and approved by the Department Head for any vacation time requested. For vacation leave in excess of five (5) days, requests must be submitted four (4) weeks prior to the beginning of the leave. When leave is approved, the Department Head will notify the person in charge of scheduling and the person recording attendance, who will then record the information on a staff vacation schedule, which will be posted on the Official Bulletin Board.

#### ARTICLE VIII: SICK LEAVE

Section 1: Sick leave is hereby defined to mean absence from post of duty of an employee because of illness, accident, exposure to contagious disease or attendance upon a member of the employee's immediate family seriously ill requiring the care or attendance of such employee.

Immediate family means father, mother, spouse, child, foster child, sister or brother of the employee. It shall also include relatives of the employee residing in the employee's household.

\* When individuals add vacation days to holidays\*.

## Section 2: Allowance for Illness

(a) An employee having less than one year of service shall be allowed sick leave with full pay at the rate of one day, or 7 hours per month, for the first year of employment, totaling 84 hours annually, or 12 days sick leave with pay.\*

(b) An employee having more than one year of service shall be allowed sick leave with full pay at the rate of 1 1/4 days or 8 3/4 hours, per month, totaling 105 hours annual sick leave with pay, or 15 days.\*

(c) A doctor's certificate is required after any period of five (5) continuous sick leave days with pay.

(d) At the discretion of the Department Head and/or the Director, a doctor's certificate may be required whenever sick leave with pay has been taken on five or more separate occurrences during the calendar year.

(e) In the event of a prolonged sick leave in excess of an accumulation of ten (10) days, periodic doctor's certificates indicating the employee's inability to perform his duties must be required by the employee's supervisor.

(f) If any employee used less than the above specified number of days of sick leave with full pay allowed in any calendar year, such leave not utilized that year shall be accumulated to be used for additional sick leave as needed in subsequent years.\*

## Section 3: Extended Absence for Illness

(a) Absence because of sickness or pregnancy is considered "sick leave with pay" to the extent that the employee has sick leave credits. If the sickness continues, after all sick leave credits have been used, and doctor's certificates are furnished by the employee at least once a month, the lost time is considered "sick leave without pay." During this period the County will continue to pay the full amount for Blue Cross, Blue Shield and Major Medical charges for a period of six (6) months.

## Section 4: Accrued Sick Leave upon Retirement

Any employee who retires or resigns in good standing shall be reimbursed for accumulated sick time when adopted as policy by the Board of Chosen Freeholders of the County of Morris and then in accordance with said policy and from its effective date.

\*This applies to full-time staff. Part-time employees' sick leave with pay is pro-rated according to their work week. Hourly employees are not eligible.

## ARTICLE IX: OTHER LEAVES

### Section 1: Leave of Absence Without Pay

(a) A request for leave of absence without pay for purposes of further education in an accredited library school, or for travel, is to be submitted to the Director in writing at least one (1) month before needed. Action may be expected at the subsequent Commission meeting and will depend upon the work performance of the employee and library needs.

(b) A permanent employee

who wishes to study in order to increase his usefulness to the library, may be granted special leave of absence without pay, by the decision of the Commission, said leave not to exceed six (6) months, although it may be extended by special Commission action for an additional six (6) months.

(c) An employee must request a "leave of absence without pay" in writing, and a specific period must be indicated and be approved by the head of the Department prior to submission of the leave request. During such leave of absence without pay the County shall not pay for Blue Cross, Blue Shield or Major Medical charges. If the employee wishes to keep these benefits in force with the County group, he may furnish checks for the necessary amounts as required.

### Section 2: Personal Days

The provisions for leave at full pay stated below shall be for one year, and no unused days shall be accumulated for use in another year. Requests for any and all personal days must be submitted for approval by the Director. Personal days may be used in no less than 1/2 day increments.

(a) For each death in the immediate family, an allowance of up to five days leave shall be granted for each occurrence. Immediate family shall include: husband, wife, mother, mother-in-law, father, father-in-law, child, sister, brother, grandfather, grandmother, or anyone making his or her home with the family, or anyone who actually stands in the position of a member of the immediate family to the employee.

(b) For each death of a Relative of the Second Degree, an allowance of one (1) day's leave shall be granted for each occurrence, i.e., uncle, aunt, niece, nephew,



cousin or relative by marriage.

(c) One personal day may be granted upon request without stated reason.

(d) An allowance of up to a total of three (3) days leave during the calendar year, with prior approval by the Library Director for the following reasons:

1. Observance of a day of holy obligation (days on which the religious tenents of an employee's faith prohibit work).
2. Court subpoena.
3. Marriage of an employee.

(e) A total of two (2) day's leave during the calendar year, with prior approval, for any of the following:

1. Moving
2. House closing
3. Graduation of son, daughter, or spouse from college.
4. To receive a degree
5. To take a special professional examination or Civil Service examination.
6. To enter son or daughter into his or her first year of college, provided a formal request is made to the Library Director at least one week prior to the day requested.

(f) Leave for Jury Duty - Each employee shall be allowed leave with differential pay, if required for jury duty. A written request for such leave shall be given by the employee to his superior at least two (2) weeks in advance. When granted said leave, an employee shall receive the difference between the pay received for Jury Duty and the employee's wages for the leave period. The employee will endorse over to the library the check received for Jury Duty and receive his regular full-pay for the period of Jury Duty.

#### ARTICLE X: HOSPITALIZATION AND MEDICAL & SURGICAL INSURANCE

Hospital and Medical-Surgical Insurance, including major medical will be provided by the County of Morris for all employees subject to this Agreement at the expense of the County, within



three (3) months of the date of employment. Dependent coverage for major medical is available for employees at no additional charge and at the option of the employee. Coverage provided is given in detail in all insurance certificates and booklets provided by the County of Morris. Information is available to the employees upon request.

ARTICLE XI: GROUP LIFE INSURANCE

Section 1: Insurance is automatically provided upon enrollment in the Public Employee's Retirement System of New Jersey with total coverage equal to three (3) times annual base wage of the employees, as provided below.

Section 2: Under the Public Employee's Retirement System of New Jersey, one and one-half times the amount of base annual wage life insurance is provided free of charge.

Section 3: After the first 12 months membership, (during which the remaining 1 1/2 times contributory insurance is mandatory, at the employee's expense at the present cost of .75% of base salary) the employee may thereafter at the employee's option withdraw from the contributory insurance only, provided required notification is given.

Section 4: Upon retirement under the Public Employee's Retirement System, the above entitled life insurance coverage becomes a paid-up policy equal to 3/16ths of the base pay of the employee at the time of retirement.

Section 5: All mandatory legislation on group life insurance enacted during the term of this agreement shall be implemented. All enabling legislation on group life insurance relating to these employees enacted during the term of this Agreement will be subject to negotiations.

ARTICLE XII: LONGEVITY

Section 1: The Library shall pay longevity benefits to employees who have been continuously and actively in the employment of the library as follows:

<u>Years of Service</u>	<u>Percentage</u>
From 3rd Ann to 8th Ann.	1
From 8th Ann to 12th Ann	3
From 12th Ann to 16th Ann	5
After 16th Ann	7

Section 2: To be entitled to longevity, the employee must be a permanent employee. Any and all longevity shall accrue and be effective ninety (90) days after the date employee was hired. The method of payment is as follows: Once entitled to longevity, the employee shall continue receiving such longevity benefits as long as the employee continues in active employment with the Library. The right to longevity shall commence upon the first day, as provided above, and shall be payable together with the payments made every two weeks ordinarily to County employees in proportion to the entire amount of longevity pay to which the employee shall be entitled over the course of the year of entitlement.

Section 3: In the consideration of entitlement to longevity, no tacking on of previous periods of employment shall be permitted unless such period of service shall have been interrupted by a regular leave of absence or leave because of illness.

#### ARTICLE XIII: EMPLOYEE EXPENSES

##### Section 1: Meal Expense

(a) Morris County Library personnel whose assigned duties require them to be away from the library building up to and including the lunch hour shall be reimbursed at the rate of \$2.50 per luncheon. However, personnel who are so scheduled in advance to be away from the library building at a fixed location for an entire day shall not be eligible for reimbursement.

(b) If a staff member is required by his duties to attend a luncheon or dinner meeting, and the cost of this meal should exceed \$2.50, the staff member will be reimbursed for the cost of the meal.

##### Section 2: Mileage Expense

Reimbursement for mileage when a personal vehicle is used and approved for official business shall be at the rate of 15 cents per mile until such time as the rate may be changed by the Board of Chosen Freeholders of the County.

#### ARTICLE XIV: GRIEVANCE PROCEDURE

Section 1: A grievance is a complaint or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement. Grievances shall be settled in the following manner:

##### Step One

The grievance shall be discussed with the employee involved, the Staff Association representative, and the immediate supervisor of the employee within five (5) calendar days of the occurrence thereof. A reply shall be given within

five (5) calendar days of this discussion by the immediate supervisor.

#### Step Two

If the grievance is not settled through Step One, (1), the same shall be reduced to writing by the Staff Association and submitted within five calendar days to the Department Head, or any person designated by the Department Head. Failure to submit the grievance in writing within the time provided shall constitute an abandonment of the grievance and preclude further processing of same. The answer to such grievance shall be made in writing, with a copy to the Staff Association within five (5) calendar days.

#### Step Three

If the grievance is not settled at Step Two (2), the Staff Association shall have the right to submit such grievance to the Library Director. The answer to such grievance shall be made in writing, with a copy to the Staff Association within ten (10) calendar days.

#### Step Four

If the grievance is not settled at Step Three (3), the Staff Association shall have the right to submit such grievance to the Library Commission. The answer to such grievance shall be made in writing, with a copy to the Staff Association within ten (10) calendar days. If the grievance is not settled at Step Four, then the aggrieved shall have the right to pursue all legal remedies afforded by the provisions of the Civil Service Act or The New Jersey Employer-Employee Relations Act.

Section 2: The Staff Association President, or his authorized representative may report an impending grievance to the Library Director in an effort to forestall its occurrence.

Section 3: Nothing herein shall prevent any employee from presenting his own grievance, provided the Grievance Committee may be present as observer at any hearing on the individual's grievance. Nothing herein shall prevent the aggrieved from withdrawing the grievance at any time.

Section 4: The President of the Staff Association or his designee, except in emergency, shall be allowed to devote up to one and one-

half days of any work week to the settlement of grievances, provided the time spent in settlement of the grievance does not interrupt or impede the orderly flow of work of the Library.

#### ARTICLE XV: EDUCATIONAL OPPORTUNITIES

A joint Education Committee will be established (said Committee to consist of one (1) member of the Library Commission and three (3) members of the Morris County Free Library Staff Association and the Library Director) to present a suggested plan of action. This plan of action will set forth the opportunities to be afforded employees of the Library and will deal specifically with the necessary requirements, and restrictions and specific amounts of money to be provided. This plan will then be presented to the Commission for its consideration and approval.

#### ARTICLE XVI: LIBRARY RIGHTS AND RESPONSIBILITIES

Section 1: In order to effectively administer the affairs of the Library and to properly serve the public, the Morris County Library Commission hereby reserves and retains unto itself, as public employer, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by law prior to the signing of this Agreement. Without limitation of the foregoing, management's prerogatives include the following rights:

1. To manage and administer the affairs and operations of the Library;
2. To direct its working forces and operations;
3. To hire, promote and assign employees;
4. To demote, suspend, discharge or otherwise take disciplinary action in accordance with law. The requirement of taking disciplinary action against employees for cause and in accordance with law is applicable only to permanent employees under Civil Service;
5. To promulgate reasonable rules and regulations, from time to time, which may affect the orderly and efficient administration of the Library Commission.

Section 2: The Library Commission's use and enjoyment of its powers, rights, authority, duties and responsibilities, the adoption of its policies and practices or the promulgation of rules and regulations in furtherance thereof, and the exercise of discretion pursuant thereto, shall be limited only by the terms of this Agreement and to the extent same conform to laws of New Jersey and of the United States.

Section 3: Nothing contained in this Agreement shall operate to deny to or restrict the County in the exercise of its rights, responsibilities and authority pursuant to the laws of this State of the United States.

ARTICLE VII: GENERAL PROVISIONS

Section 1: This Agreement constitutes the complete and final understanding and resolution by the parties of all negotiable issues which were or could have been the subject matter of negotiations between them. Except as otherwise stated herein, during the life of this Agreement, neither party shall be required to negotiate with respect to any matter, whether or not covered by this Agreement or whether or not within the knowledge or contemplation of either or both parties at the time they negotiated and executed this Agreement.

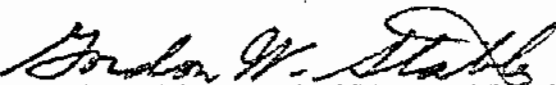
Section 2: If any provisions of this Agreement or application of this Agreement to any employee or employees covered hereunder is held invalid by operation of law, by Legislative Act or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions contained herein shall not be affected thereby and shall continue in full force and effect.


Section 3: All terms of masculine gender shall be construed to include the feminine gender and all terms stated in the singular shall be construed to include the plural unless a different intention is clearly understood from the context in which such terms are used.

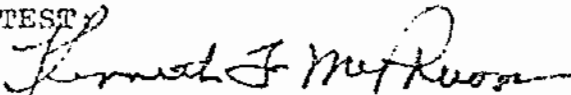
ARTICLE XVIII: DURATION


This Agreement shall be in full force and effect as of the first day of January, 1976 and shall remain in full force and effect through the thirty-first day of December, 1977. If either party desires to modify or terminate this Agreement for years subsequent, it must, no later than August 31, 1977, give written notice of its intention and furnish a copy of its proposals to the other party. In the event no such notice and proposals are received by August 31, 1977, this Agreement shall continue in effect from year to year after December 31, 1977 subject to modification or termination by either party upon written notice given prior to August 31st of any succeeding year.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

  
Gordon W. Stables, Chairman  
Morris County Library Commission

  
Fay D. Jacobs, President  
Morris County Library Staff Assn.

ATTEST:  
  
Secretary

ATTEST:  
  
Secretary

SCHEDULE B

1. New Year's Day
2. Lincoln's Birthday
3. Washington's Birthday
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Election Day
10. Veteran's Day
11. Thanksgiving Day
12. Day after Thanksgiving
13. Christmas Day

STEPS	LIBRARY CLK. DRIVER	SENIOR MAINT. REPAIRMAN (LP)	A.V.A. TECHNICIAN	A.V.A. SUPERVISOR
0	\$ 6,770.	\$ 7,530.	\$ 6,770.	\$ 8,610.
1	7,110.	7,905.	7,110.	9,040.
2	7,465.	8,300.	7,465.	9,495.
3	7,835.	8,715.	7,835.	9,970.
4	8,230.	9,155.	8,230.	10,465.
5	8,640.	9,610.	8,640.	10,990.
6	9,070.	10,090.	9,070.	11,540.
7	9,525.	10,595.	9,525.	12,115.
8	10,000.	11,125.	10,000.	12,720.
9	10,500.	11,685.	10,500.	13,355.
10	11,025.	12,265.	11,290.	14,355.
11	11,580.	12,880.	11,515.	14,640.
	12,450. *	13,845.		
	12,700.	14,120.		

\* Maximum salary for the year 1976.

MORRIS COUNTY FREE LIBRARY  
 30 East Hanover Avenue  
 Whippany, N. J. 07981

5/10/77



ADDENDUM

THIS ADDENDUM made this 8th day of June 1977 by and between the Morris County Free Library Staff Association, hereinafter referred to as the Association, and the Morris County Library Commission, hereinafter referred to as the Commission, is the complete and final understanding of the parties resulting from negotiations between them for the calendar year 1977, said Addendum to be on the terms and conditions hereinafter provided:

1. The terms and provisions of the collective negotiations Agreement dated 1976, shall be in full force and effect between the said parties from January 1, 1977 through December 31, 1977, inclusive, except as modified below.

2. Pursuant to Article V, Salary and Benefits, Section 2 of the aforementioned collective negotiations Agreement, attached hereto, as Schedule A of this Addendum, is a salary schedule applicable for the year starting January 1, 1977 and ending December 31, 1977. Each employee whose position is included on the attached Schedule A shall be paid in accordance with said schedule except as otherwise provided below. The maximum salaries provided for on the attached schedule represent a nine and one-half (9-1/2%) percent increase over the maximum salaries provided for on the 1975 salary schedule. This nine and one-half (9-1/2%) percent increase consists of a seven and one-half (7-1/2%) percent increase over the 1975 maximums plus an additional two (2%) percent for the year 1977.


3. Each full-time employee and part-time salaried employee included in the aforementioned collective negotiations Agreement shall receive a seven (7%) percent increase over the salary each is receiving provided that the increased salary does not exceed the salary corresponding to the maximum step in the employee's position pursuant to the attached schedule. If the increased salary will so exceed the maximum, the employee shall receive the maximum salary provided on the attached schedule for the position concerned, except as provided below. This seven (7%) percent increase, if applicable, shall be retroactive to January 1, 1977, provided that if the date of hire of the employee is subsequent to January 1, 1977, the effective date of the increase shall be the date of hire, and, provided further, that if an employee otherwise entitled to the increase leaves the employ of the Commission prior to the date of this Addendum, such an employee shall not be entitled to the increase.

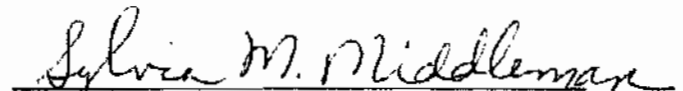
4. The Commission and the Association agree to an evaluation by an outside evaluating agency of all full-time positions so as to establish a grading of each job in respect to its value to the County Library. Upon completion of the evaluation and grading of each position in respect to its value to the County Library, if it is determined that the positions of those employees who did not receive seven (7%) percent increase provided for in Paragraph 3 above because said increase would exceed the maximum salary provided on the attached schedule are undervaluated, then, in that event, the Commission shall grant a five (5%) percent increase to such employee or employees to be effective from January 1, 1977.

5. The seven (7%) percent salary increase set forth in Paragraph 3 above, shall be accomplished as follows: Five and one-half (5½%) percent thereof shall be paid beginning with the first pay period following the date of this Addendum through December 31, 1977 retroactive to January 1, 1977. The remaining one and one-half (1½%) percent of said increase is expressly conditioned on the availability of funds by the Commission to provide for same which shall be paid on or before the end of the calendar year 1977. Should the remaining one and one-half (1½%) percent of the increase not be available, that portion of it that is available will be paid proportionally to each staff member retroactive to January 1, 1977.

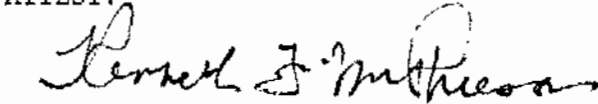
6. Pursuant to Article IV, Personnel Evaluation, Section 2 of the aforementioned collective negotiations Agreement, the Commission has tentatively approved a personnel evaluation form prepared by a joint committee of staff and administration. Said form shall be experimentally tested over the remainder of the calendar year 1977 and, at that time, will be reviewed by the Commission and either adopted in its present form or revised pending the results of the test period.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

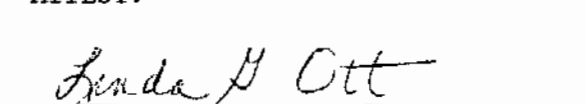
  
Gordon W. Stables, Chairman  
Morris County Library Commission

  
Sylvia M. Middleman, Vice President  
(Acting President)  
Morris County Library Staff Assn.

ATTEST:



ATTEST:



SCHEDULE A

STEPS	TRAINEE INTERNE	JUNIOR LIBRARIAN	SENIOR LIBRARIAN	PRINCIPAL LIBRARIAN	SUPERVISING LIBRARIAN	ARCHIVIST
0	\$ 7,400.	\$ 9,200.	\$10,260.	\$11,360.	\$ 12,485.	\$10,260.
1	7,770.	9,660.	10,775.	11,930.	13,110.	10,775.
2	8,160.	10,145.	11,310.	12,525.	13,765.	11,310.
3	8,565.	10,650.	11,880.	13,150.	14,450.	11,880.
4	8,995.	11,185.	12,470.	13,810.	15,175.	12,470.
5	9,445.	12,025.	13,095.	14,500.	15,935.	13,095.
6	9,915.	12,265.	13,750.	15,225.	16,730.	13,750.
7	10,415.		14,440.	15,985.	17,570.	14,440.
8	11,195.		15,160.	16,785.	18,445.	15,160.
9	11,420.		15,920.	17,620.	19,370.	15,920.
			17,115.	18,940.	20,825.	17,115.
			17,455.	19,320.	21,240.	17,455.

MORRIS COUNTY FREE LIBRARY  
 30 East Hanover Avenue  
 Whippany, N. J. 07981

5/10/77

STEPS	JUNIOR LIB. CLERK	JUNIOR LIB. ASSISTANT	SENIOR LIB. ASSISTANT	SUPERVISING LIB. ASSISTANT	LIBRARY EXHIBIT ARTIST	SENIOR DATA PROC. CLERK
0	\$ 4,850.	\$ 5,460.	\$ 6,340.	\$ 7,310.	\$ 6,340.	\$ 7,310.
1	5,095.	5,735.	6,655.	7,675.	6,655.	7,675.
2	5,350.	6,020.	6,990.	8,060.	6,990.	8,060.
3	5,615.	6,320.	7,340.	8,465.	7,340.	8,465.
4	5,895.	6,635.	7,705.	8,885.	7,705.	8,885.
5	6,190.	6,970.	8,090.	9,330.	8,090.	9,330.
6	6,500.	7,315.	8,495.	9,795.	8,495.	9,795.
7	6,825.	7,685.	8,920.	10,285.	8,920.	10,285.
8	7,335.	8,260.	9,370.	10,800.	9,370.	10,800.
9	7,480.	8,425.	9,835.	11,340.	9,835.	11,340.
			10,575.	12,190 *	10,575.	12,190.
			10,785.	12,435.	10,785.	12,435.

\* Maximum salary for the year 1976.

MORRIS COUNTY FREE LIBRARY.  
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5/10/77.

TEPS	CLERK TYPIST	SENIOR CLERK TYPIST	CLERK STENO.	SENIOR CLERK STENO.	PRINCIPAL CLERK STENO.	ACCOUNT CLERK (TYP.)
0	\$ 5,790.	\$ 6,400.	\$ 6,120.	\$ 6,670.	\$ 7,820.	\$ 6,120.
1	6,080.	6,720.	6,425.	7,005.	8,275.	6,425.
2	6,385.	7,055.	6,745.	7,355.	8,690.	6,745.
3	6,705.	7,410.	7,085.	7,720.	9,120.	7,085.
4	7,040.	7,780.	7,440.	8,110.	9,580.	7,440.
5	7,390.	8,170.	7,810.	8,515.	10,055.	7,810.
6	7,760.	8,575.	8,200.	8,940.	10,560.	8,200.
7	8,340.	9,005.	8,815.	9,385.	11,090.	8,610.
8	8,505.	9,455.	8,990.	9,855.	11,640.	9,040.
9		9,930.		10,350.	12,225.	9,495.
		10,675.		11,125. *	13,140.	10,205.
		10,890.		11,350.	13,405.	10,410.

TEPS	SENIOR ACCT. CLK. (TYP.)	SUPERVISING ACCT. CLERK
0	\$ 7,330.	\$ 8,300.
1	7,695.	8,715.
2	8,080.	9,150.
3	8,485.	9,610.
4	8,910.	10,090.
5	9,355.	10,595.
6	9,825.	11,125.
7	10,315.	11,680.
8	10,830.	12,265.
9	11,375.	12,875.
	12,230.	13,840.
	12,475.	14,115.

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